

# Faculty Advising Guidelines for Internships

It is you faculty who bridge the student's classroom education to the real world application. Whitworth's Internship Program is most appreciative of the time given by faculty advisors who support in expanding the hearts and minds of our students. This program places a low demand on the faculty while providing a meaningful learning experience for students. Please contact Sandy Nowack at x4541 with any questions.



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## WHAT ARE THE FACULTY ADVISOR'S RESPONSIBILITIES?

1. Require students to attend an internship orientation in the Career Services Office. Students will be given specific details about paperwork and the requirements at the orientation. Orientation dates can be found on the Career Services webpage>> Career Resources>> Workshops.
2. Verify that the internship site the student is seeking is professionally viable and will provide the academic learning you require. Guide students in setting internship learning goals, indicate any additional assignments you require and sign their contract.
3. Maintain contact with the student throughout the course of their internship through emails or meetings to confirm their work progress and performance.
4. At the end of the internship, evaluate the learning experience and assign a final "satisfactory/non-satisfactory" grade which is the normal designation for internships. If a student requests a letter grade and your department permits letter grades to be assigned, this must be indicated at the beginning of the internship in the space provided on the contract.

## HOW DO STUDENTS FIND INTERNSHIPS?

- Internships in all majors are posted online in "WhitJobs." Students can log in, search, view and even apply to current internship postings.
- Utilize personal, professional or faculty advisor's suggested contact to locate possibilities.
- Visit Career Services for a large list of past and suggested companies for each major, or pick up a list of internship friendly search engines.
- Attend the Job and Internship Fair held each semester.
- Check websites or cold call companies of interest.

## HOW DO STUDENTS REGISTER FOR THEIR INTERNSHIP?

Students must complete an internship contract through Career Services. The contract is an agreement between student, faculty, and employer that lists learning goals and the number of credits to be granted for the internship. The faculty advisor must approve the learning goals. The student is responsible for submitting a signed contract to the Career Services Office which upon approval will be sent to the Registrar's office to receive credit. Students are instructed on how to complete the contract during the mandatory orientation. To view the contract and other required forms please visit: <http://www.whitworth.edu/careerservices> and select Internship Information for Students.

## HOW ARE CREDIT HOURS ASSIGNED?

Internships typically are for 1-3 credits per semester. Credits are based on the academic value of the work experience, the contract learning goals, and completion of work hours. Each credit requires a minimum of 40 hours of work per semester. Students can complete up to 12 internship credits during their university career.

## INTERNSHIPS DEFINED

Internships integrate classroom study with a planned, supervised and evaluated job position. They are credit bearing, directly related to the student's major and students may or may not be paid. Students must have a minimum G.P.A. of 2.0 and have completed 30 credit hours. Course Numbers: 290 for sophomores and 490 for juniors and seniors. Students may participate in internships from their sophomore year through their senior year.

At Whitworth all students are encouraged to find more than just a career, but rather find their calling. The Career Services Office assists students in searching for their vocation through hands-on experience in the professional community with educational support every step of the way.