

Internship Program

business.adelphi.edu/experiential-learning/internships



Information and Application

-For Non-Credit-

Adelphi University
Robert B. Willumstad School of Business
One South Avenue
Garden City, NY 11530

Phone: (516) 877-4624

Guidelines for the Internship Program

-For Non-Credit-

The purpose of the Internship Program at Adelphi University is to allow students to have a “learn by doing” work experience, supervised by the college and professionals in the field. Internships are usually related to the students’ major and generally reserved for students who are in good academic standing.

The student has the responsibility to devote a minimum of 105 hours. The work is to be performed on a regular weekly basis during the fall, spring, or summer semesters. The student will maintain a log describing day-to-day activities and the times and hours worked.

The student’s performance may be discussed with the internship coordinator at the host organization. The on-site supervisor will submit a written evaluation of the student’s performance to the internship coordinator Professor Neil Halloran.

Participant Responsibilities

Responsibilities of The Internship Firm Supervisor

- To orient students to the organization.
- To supervise students through weekly conferences for the purpose of assisting them in their learning experience.
- To appraise students of their performance, complete and return a semester's evaluation of each student's performance.
- To advise the internship coordinator of any student whose performance or attendance is unsatisfactory.

Responsibilities of The Students

- To set learning goals acceptable to their organization and the college.
- To show progress in learning appropriate specialized work skills.
- To participate regularly in discussion with the internship coordinator.
- To keep an hours log of their experience.

Responsibilities of The Coordinator of Internship Program (Professor Neil Halloran)

- To assist students in selecting appropriate internships.
- To meet regularly with students to discuss their experiences, if needed.
- To consult with host organization supervisors at least once a semester or more often if a problem arises in a student's performance.
- Formally mentor each intern for a 3 month period of time and receive a certification of completion at the conclusion.

Steps for Students to Establish a Non-Credit Internship

Eligibility

- Verify that you have the minimum GPA of 2.75 required to participate in this program.
- Determine how many hours you will dedicate to the internship over the course of the semester basing your decision on the number of hours you can reasonably fit into your schedule.

Preparation

- Prepare a resume
- Discuss possible interests in terms of industry, organization(s), and location with the internship coordinator.
- Select one or more possible internship opportunities.
- Apply to the organization for the internship by submitting all material requested.

Registration

- Complete the Student Internship Application for Registration-Non-Credit
- You must secure your internship and the signature of your internship coordinator, Neil Halloran before you will be permitted to register.
- Registration for your internship must be completed by the end of the drop/add period.

Academic Requirements

- Maintain a daily log indicating dates, hours of work and a brief statement of activity that day.
- Return the signed log to the internship coordinator after the internship has been completed.
- An evaluation form should be presented by the student to the Internship Firm Supervisor, and returned to the internship coordinator as a record of student's activity/ performance.

Internship Application for Registration

Non-credit

Do not begin your internship until this form is approved

Part 1 – Please Print

Student _____ ID# _____

E-mail _____ Cell () _____

Student's Signature _____ Date _____

Local Address _____ Local Phone () _____

City/State/Zip _____

Home Address _____

City/State/Zip _____

Major/Minor _____

Fall _____ Spring _____ Summer _____ 20 _____

Circle one: Freshman Sophomore Junior Senior

A student must participate in an organization's activities for a minimum of 105 hours to be considered an internship. The intern must provide a log of hours worked and duties performed.

The internship coordinator will discuss the student's development with the internship firm's supervisor. A brief written evaluation and verification of attendance by the on-site supervisor is requested.

Part II (To be completed by the student)

Explain how the internship will enhance your academic goals and/or future.

Return completed form to Neil Halloran

Adelphi University

Hagedorn Hall of Enterprise Room 122a

One South Ave, Garden City, NY 11530

Adelphi University

Internship Agreement

Non-Credit

Date _____

This agreement is undertaken by (Intern) _____

during the _____, 20____ semester. ID# _____

1. Internship Site _____

Site Address _____

Brief Job Description of the Internship: _____

2. The student will devote a minimum of 105 hours to be considered an internship. The work is to be performed on a regular basis during the fall, spring, or summer sessions.

3. In addition to meeting the conditions of the internship, prescribed by the host organization, the student agrees to the following requirements:

-Keep a journal/log with entries to document the detailed day-to-day activities on the job, the date, the times, and number of hours worked and initialed by the site supervisor.

-Secure an evaluation by the supervisor at the host organization.

4. The internship coordinator will assess the log and evaluation and determine if intern has completed all requirements.

Student Name _____

Student's Signature _____

E-mail _____

Local Address _____ Phone # () _____

Internship Coordinator Signature _____

Supervisor's Name _____

Site Address _____

Site Phone () _____ Site Fax () _____

Adelphi University

Evaluation

Name _____ Semester _____

ID# _____ E-mail Address _____

Academic Dept. _____ Major _____

Internship Site _____

Site Address _____

Supervisor's Name _____ Title _____

		Excellent	Good	Average	Poor	N/A
1.	Quality of Work					
2.	Quantity of Work					
3.	Dependability					
4.	Motivation					
5.	Analytical/ Critical Thinking Skills					
6.	Writing Skills					
7.	Research Ability					
8.	Organizational Ability					
9.	Creativity					
10.	Ability to Take Directives					
11.	Attitude Toward Co-workers					
12.	Attitude Toward Supervisor					
13.	Openness to Criticism/ Suggestion					
14.	Ability to Learn New Tasks					
15.	Maturity					
16.	Ability to Work Without Supervision					

17. What are the intern's greatest strengths?

18. In what areas do you see need for improvement?

Return completed form to

Neil Halloran

Adelphi University

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