



# Internship Employer Site Packet

Elmhurst University

RUSSELL G. WEIGAND Career Center for Professional Excellence.

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CAREER Education. CAREER Experiences. PRE-PROFESSIONAL Advising. ENTREPRENEURSHIP.

## ***INTERNSHIP PROGRAM REQUIREMENTS***

Thank you for participating in the Elmhurst University Internship program. The following information is an overview of the program requirements. Please keep for your reference. Also attached are the Internship Site Information Form and Standards for a Credited Internship. Please complete both of these forms and return to your intern.

### ***Philosophy and Purpose of the Elmhurst University Internship Program***

Internships provide an opportunity to explore occupational fields related to majors and career goals. The program is set up to guide students through intentional learning objectives, skill assessments and performance evaluations. The experience should complement and enhance classroom learning while creating links between the University and world of work. We recognize that government agencies, social service organizations and companies invest in an important community resource: the student. We ask that through this internship, you will assist with your intern's personal growth, career, skill, and leadership development and cross-cultural awareness.

### ***Partners in the Internship – Definition of Roles and Responsibilities Students:***

#### ***Students:***

- Complete Initial Self-assessment of skills.
- Complete Goals/Learning Objectives form based upon self-assessment.
- Discuss Goals/ Learning Objectives with supervisor.
- View professional development videos.
- Submit regular feedback to the University about their experience.
- Schedule a meeting with Site Supervisor to discuss Final Supervisor Assessment.
- Write Final Reflection Paper.
- Compile and verify internship hours worked.
- Comply with employer requirements and recommendations.
- Notify Christina Danno (christina.danno@elmhurst.edu) should concerns arise.

#### ***Employers:***

- Complete and sign Employer Site Packet, return packet electronically to intern.
  - Internship Site Information form
  - Standards for a Credited Internship
- Orient the student to the work site and establish a work schedule.
- Review student Goals/Learning Objectives with intern. Discuss/strategize how internship will enable intern to reach goals. Complete & sign Goals/Learning Objectives form.
- Complete Site Supervisor Final Assessment of intern (Christina Danno will e-mail assessment).
- Discuss Final Assessment with intern.
- Verify internship hours worked and sign Time Sheet.
- Communicate with Christina Danno (christina.danno@elmhurst.edu) should concerns arise.

### Internship Information

Elmhurst University works with employers to establish internships and mutually productive partnerships. Each year, more than 200 Elmhurst students complete academic-credited internships throughout the Chicago area, gaining skills and providing services to their employers.

Internships offer students the opportunity to explore an occupational field and/or work experience related to their career goals. As a four-year comprehensive college, Elmhurst students major in a range of disciplines, including the humanities, sciences and business. If they choose to register their internship for academic credit, they typically work part-time hours for a fixed duration.

### Employer Timeline

- Student must have internship secured at least two weeks before the semester starts.
- Internship must be approved to receive academic credit by Elmhurst University Internship Associate Director and Faculty Advisor.
- Interns need to work a required amount of hours at the internship site, depending on the credits they have registered for.

### **Fall and Spring Terms**

.5 Credit	7-13 hours/week for 14 weeks	Total: 98-182 hours
1.0 Credit	14-17 hours/week for 14 weeks	Total: 196-238 hours
1.5 Credit	18+ hours/week for 14 weeks	Total 252+ hours

### **Summer Term**

.5 Credit	13-24 hours/week for 8 weeks	Total: 98-182 hours
1.0 Credit	25-31 hours/week for 8 weeks	Total: 196-238 hours
1.5 Credit	32+ hours/week for 8 weeks	Total 252+ hours

### Start of the internship

- Employers will need to approve and sign employer site packet and goals sheet.
- Mid-semester check-in by email from Elmhurst University Internship Associate Director.

### End of semester

- Supervisor signs time sheet and confirm interns have completed the required amount of hours for credit.
- Supervisor completes Supervisor Final Assessment (sent to email) and meets with the intern to discuss.

# Internship Site Information Form

Date \_\_\_\_\_

Organization/Company Name: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_

Site Supervisor Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

Intern Name: \_\_\_\_\_

Internship position / Title: \_\_\_\_\_

Description:

Requirements:

**Internship Site Schedule:**

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

On-Site Schedule: Day(s): \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Day(s): \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Day(s): \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Is this position:

Unpaid  Paid \$ \_\_\_\_\_ per \_\_\_\_\_

Stipend \$ \_\_\_\_\_ per term

## *Standards for a Credited Internship*

### *Quality of Work*

The work provided:

- should incorporate the intern's academic background and be at an appropriate level of responsibility and accountability.
- should develop and enhance career-related skills and ability.
- should provide the intern exposure to the entire organization.
- is expected to be substantive and varied, not clerical or "Gopher Duties" (no more than 25% administrative duties) and the tasks should be relevant to the organization's business objectives.

### *Communication with the Intern*

The intern:

- will set goals and objectives to be discussed and agreed upon with the supervisor.
- must meet regularly with the site supervisor to discuss goals, objectives, problems or concerns.
- will meet with the site supervisor and discuss final assessments.
- should be provided with a comfortable work station (in person or remote).

### *Communication with the Elmhurst University Internship Director/Faculty Monitor*

The site supervisor:

- will allow a mid-term assessment phone conversation or email if requested.
- will be asked to complete a final assessment of the intern.
- will allow the opportunity for a site visit by the faculty monitor or internship coordinator if requested.
- will notify the school immediately regarding any problems with the intern.

### *Additional Criteria*

Elmhurst University will not approve the internship if:

- the employment opportunity involves on-campus solicitations or sales.
- the student is required to purchase or rent a sales kit or presentation materials.
- the internship is 100% commission-based.

*After reading this entire document, please sign\* this as a working agreement. Make a copy for your records.*

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Company / Organization

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Site Supervisor

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Date

*Please return via e-mail to your intern*