

# Internship/ Field Experience For Credit

## Faculty Resource

1

Students should meet with their Faculty Advisor in the semester before they want to do a Field Experience/ Internship to discuss options and requirements.

IDEA Center Coaches are available as needed to guide students through the process of finding and applying for an Internship: Internship search, resume, application, etc.

2

It is the student's responsibility to secure a Faculty Instructor once they have obtained a Field Experience/ Internship.

The student must confirm details, goals, and learning objectives with the faculty Instructor. High quality, clearly defined learning objectives pave the way to a quality learning experience (see example on back).

3

Students then register for Field Experience/ Internship credit by completing an online form on Handshake (through MyGFU).

In the Experiences section on the left navigation menu, they will "Report an Internship." After submitting the registration form, the IDEA Center will initiate approval requests from the Faculty Instructor, CAP Coach, Faculty Advisor, Chair and Site Supervisor.

4

You will receive an approval request via email with the subject line: "An Experience Needs Your Approval"

In that email will be a link to the student's form, and you will either Approve or Decline by clicking the respective button. If you choose "Decline," add a comment explaining why so that the student can revise his/her proposal before moving forward.

5

Handshake registration forms should be submitted prior to the end of the add/drop period.

Any registrations submitted after this date will also require the student to write a compelling reason for the "late add" on the Handshake form.

6

The IDEA Center will send an electronic evaluation form to the Site Supervisor toward the end of the student's internship.

Responses will be shared with the Faculty Instructor so that they can be considered when awarding grades.

# Tips for Completing the Experience/Internship form on Handshake

When requesting **academic credit** for an internship, you need to ask yourself, “What am I getting credit for?” Academic credit is awarded for the **learning achieved** rather than merely the work completed.

## When writing the goals and learning objectives:

1. Be as clear and specific as you can
2. Make them SMART (Specific, Measurable, Attainable, Realistic, Timely)
3. Use action words, like: apply, solve, design, develop, present, describe, compile, identify, determine, become familiar with, evaluate, understand, produce, explain, analyze, critique, and compare.

## Look at this example!

**Position Title: Public Relations Intern**

**Organization Name: BooksRus Publishing**

### **\*Identify some daily tasks and semester projects that you will complete throughout the course of this internship:**

- Work with the author to send out videos, speaking topics, in-home book readings and articles to a variety of online sites.
- Develop a 1-3 year strategic plan that includes online marketing.
- Add emails to MailChimp list and keep list up-to-date.
- Work closely with web manager and video producer when needed to make sure emails are being sent twice a month.
- Contact (by email and phone) directors of women's ministries from a list of 100 plus churches who have received a free copy of author's book. Follow up with more communication.
- Edit/revise/write social media posts so it conforms to the purposes of the company and message of the book.
- Track and organize data from media immediately before, during and after events.

### **\*3-5 detailed Learning Objectives below. These need to clearly communicate what you will learn through this experience related to your field of study:**

- Practice and learn the techniques of using social media as a public relations tool.
- Learn the skill of problem solving by using critical thinking skills in a media-saturated culture.
- Increase knowledge of tracking media hits, drafting emails to upper level managers and directors, and collaborating with an author.
- Sharpen editing, writing and speaking skills.
- Develop an eye for detail and learn to take risks.
- Develop stronger listening skills.