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# Unity College Flagship Internship Program Handbook

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A Guide for Interns and Faculty Mentors

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# Introduction

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This Internship Handbook is designed to help answer questions about the Unity College Internship Program and assist you in maximizing your internship experience. In order to ensure that you have a successful internship experience, it is important that you understand the internship requirements and your roles and responsibilities, as well as those of your faculty mentor, site supervisor, and Internship Coordinator.

Internships provide an opportunity for students to explore, clarify, affirm, and reflect on career choices while gaining essential job skills. These experiences are short-term in duration, allowing students to identify their strengths, areas for growth, and areas of interest. Internships are not required by all majors, but can be used to earn elective credit. The distinguishing components of an internship are: the development of deliberate learning goals, structured reflection, and a focus on career development. Many students have reported that their internship was one of the best parts of their Unity College learning experience.

The Unity College Internship Program is designed to develop skills, confidence, and professional contacts which cannot be achieved in a classroom setting. The program allows for personal reflection of work experiences through the creation of an internship portfolio and review of a site supervisor evaluation. The program also strives to integrate classroom theory with professional learning experiences.

Ideally, your internship will help you discover your skills, passions, and future career aspirations. What you will get out of your internship depends on what you put into it. Are you there just because you need an internship? Or are you there to learn from professionals and gain valuable skills for the future? Do you show up early, ready to work? Or do you call out of work, go on vacations, and do just enough to get your hour requirement?

Your supervisors and coworkers can be valuable references in the future. Many site supervisors have offered jobs to students after their internship experience. That is a testament to the foundation that Unity College provides and the hard work, dedication, and passion that our students bring to these organizations. We hope you will have a successful internship experience and are here to help in any way that we can.

If you have any questions or concerns, please contact the Internship Coordinator by email at [internships@unity.edu](mailto:internships@unity.edu) or by phone at 207.509.7273.

# Internship Checklist

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## Planning Your Internship

- **Consider the time of year.** Many students opt to do their internship in the summer as it may work the best with your academic plan. However, summer is usually a competitive time. If you can do an internship in the spring, fall, or winter, you may have less competition.
- **Start early!** If you are looking to do a summer internship, some organizations begin their hiring process in the fall. Don't wait until the end of the spring semester to secure a summer internship.
- **Research positions and organizations.** You can meet with your Academic Advisor or Career Services for a list of internship ideas and potential organizations. Another great resource is our Green Jobs Board: <https://greenjobs.unity.edu/>
- **Apply to several positions.** Although you may have found your dream position, don't rule out other options. Many organizations have a very competitive internship selection process and can only hire a select number of applicants.
- **Prepare for your interview.** Make sure you research the organization, review your skills and experiences, think of some questions to ask, and dress the part! Career Services is here to assist if you have any questions.

## Before Your Internship Begins

- **Find a faculty mentor.** This should be a current full-time Flagship faculty member that you know and feel comfortable communicating with through the duration of your internship. Your faculty mentor will be grading your internship experience.
- **Obtain a copy of your position description.** Make sure you take the time to read through it and ask your site supervisor if you have any questions.
- **Complete the internship agreement form.** Instructions on how to complete the form can be found in this handbook.
- **Submit required paperwork to the Internship Committee.** The Committee will review your paperwork and may ask for some revisions. Once it has been approved, you can officially register for your internship experience!

## During Your Internship

- **Arrive early.** If you will be commuting to work, try to practice your driving route so you know how much time it will take to get there. That first impression is key!
- **Dress for success.** Clarify with your site supervisor what the dress code is and ensure you have the proper attire for the job.
- **Ask questions.** Your internship is a learning opportunity – don't be afraid to ask questions if you are unsure how to do something!
- **Check in with your faculty mentor.** Regular check-ins are necessary to ensure safety, progress towards required hours and learning objectives, and to seek guidance as needed. Be sure to follow the communication plan agreed upon on your internship agreement form.
- **Don't forget about your weekly reflections!** Whichever method you choose (journaling or blogging), keep on track by jotting down daily notes that you can expand on later.

## After Your Internship Ends

- **Thank your supervisor for the experience.** Whether or not this will be your future career path, hopefully you will have a good reference in the future.
- **\*Finalize your presentation location, date, and type.** Career Services will send out a survey for you to confirm how you will present your internship. (\*for 3000-level and 4000-level internships)
- **Submit your internship portfolio to your faculty mentor.** Your portfolio details will be used to determine your grade. Details are in this handbook!

# Internship Calendar

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Use this timeline to help create a successful internship experience. This list is not all-inclusive but should be used as a guide to ensure you secure an internship on-time and meet required deadlines. Blank spaces are provided to help you create your own timeline for your internship.

## 9 Months Before Your Internship

- Date: \_\_\_\_\_ Review your Degree Program requirements with your Academic Advisor.
- Date: \_\_\_\_\_ Create/revise your resume. You can schedule a meeting with Career Services to review your resume and cover letter, as well as practice mock interviews.
- Date: \_\_\_\_\_ Start researching and applying for internship opportunities.
- Date: \_\_\_\_\_ Meet with Student Financial Services to determine eligibility for financial aid.

## 6 Months Before Your Internship

- Date: \_\_\_\_\_ Continue applying for internship opportunities.
- Date: \_\_\_\_\_ Attend a Career Services internship information session to determine what is required to complete a credit-bearing internship.
- Date: \_\_\_\_\_ Ensure any required travel documentation is complete (i.e. obtain or renew a passport and/or visa).

## 3 Months Before Your Internship

- Date: \_\_\_\_\_ If you have not secured an internship, schedule a meeting with Career Services to review your resume, practice interviewing, and/or brainstorm additional opportunities.
- Date: \_\_\_\_\_ Meet with the Registrar's Office to determine how the internship fits with your course load and secure their signature on your internship agreement form.
- Date: \_\_\_\_\_ Meet with Student Financial Services to ensure you know of your financial obligations for your internship and secure their signature on your internship agreement form.
- Date: \_\_\_\_\_ Secure a faculty mentor.

## 1 Month Before Your Internship

- Date: \_\_\_\_\_ Submit all internship paperwork to the Internship Coordinator for review (if you have not done so already). Specific deadlines can be found on the "Registering for an Internship" section of this handbook.
- Date: \_\_\_\_\_ Finalize any travel, housing, and medical needs (i.e. vaccinations) for your internship.

## 1 Week Before Your Internship

- Date: \_\_\_\_\_ Check in with your site supervisor. Review your schedule, dress code, and meeting location.
- Date: \_\_\_\_\_ If your internship is off-campus, check in with your faculty mentor when you arrive at the site.

## Internship Requirements by Degree Program

Some degree programs require an internship experience, while other programs provide the option of completing an internship, thesis, or academic field experience. Regardless of whether or not an internship is required for your degree, Career Services encourages you to complete at least one internship experience during your time at Unity College. Below are the internship requirements for each degree program. Your Academic Advisor is a great resource to answer any specific questions you have regarding your program's requirements and guidelines.

### Associate Degree Programs

Liberal Studies	<b>Not Required</b>
Environmental Science	<b>Not Required</b>

### Bachelor's Degree Programs

Adventure-based Environmental Education	<b>Required:</b> min. 3 credits at or above the 3000 level
Adventure Therapy	<b>Required:</b> min. 3 credits at or above the 3000 level <u>Program Specific Requirements:</u> <ol style="list-style-type: none"> <li>1. The internship site should work with clients who have an active mental health diagnosis, physical disability, or need specific social accommodation. The student will be exposed to providing treatment and/or support through adventure, leisure, and/or recreation.</li> </ol>
Art and Environment	<b>Required:</b> min. 3 credits at or above the 3000 level <u>Program Specific Requirements:</u> <ol style="list-style-type: none"> <li>1. Art related internship.</li> <li>2. This internship places the advanced art student in an exploration of art with a local artist or arts organization.</li> <li>3. Students will be expected to actively engage their mentors and develop a coherent body of artwork or other work.</li> </ol>
Captive Wildlife Care and Education	<b>Required:</b> min. 3 credits at or above the 3000 level <u>Program Specific Requirements:</u> <ol style="list-style-type: none"> <li>1. Association of Zoos and Aquarium (AZA) accredited facilities highly recommended.</li> <li>2. Facilities that do not allow full contact with high risk animals, such as large carnivores and eagles.</li> </ol> <p><i>See CWCE faculty for assistance with screening internship sites.</i></p>
Conservation Biology	<b>Optional:</b> Internship, Thesis, or Academic Field Experience (min. 3 credits at or above the 3000 level)
Conservation Law Enforcement	<b>Required:</b> min. 3 credits at or above the 3000 level
Earth and Environmental Science	<b>Optional:</b> Internship, Thesis, or Academic Field Experience (min. 3 credits at or above the 3000 level)

Environmental Policy, Law, and Society	<b>Required:</b> min. 3 credits at or above the 3000 level
Environmental Writing and Media Studies	<b>Optional:</b> UC 4023 Creative Thesis or Internship (min. 3 credits at or above the 3000 level)
Marine Biology	<b>Optional:</b> Internship, Thesis, or Academic Field Experience (min. 3 credits at or above the 3000 level) <u>Program Specific Requirements:</u> 1. Marine themed internship.
Parks and Forest Resources	<b>Optional:</b> Internship, Senior Thesis, Applied Thesis, or Creative Thesis (min. 3 credits at or above the 3000 level)
Sustainable Agriculture	<b>Required:</b> min. 3 credits at or above the 3000 level
Sustainable Business Enterprise	<b>Required:</b> min. 3 credits at or above the 3000 level <u>Program Specific Requirements:</u> 1. Sustainable Business Enterprise related internship.
Sustainable Energy Management	<b>Optional:</b> Internship, Thesis, or Academic Field Experience (min. 3 credits at or above the 3000 level)
Wildlife Biology	<b>Optional:</b> Internship, Thesis, or Academic Field Experience (min. 3 credits at or above the 3000 level) <u>Program Specific Requirements:</u> 1. Wildlife related internship.
Wildlife and Fisheries Management	<b>Optional:</b> Internship, Thesis, or Academic Field Experience (min. 3 credits at or above the 3000 level) <u>Program Specific Requirements:</u> 1. Wildlife or fisheries related internship.

# Academic Levels, Credits, and Grade Requirements

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## Academic Levels

There are several different internship levels you can pursue. If an internship is required for your degree program, the internship must be a minimum of 3 credits and be at the 3000 level or above.

### 1000 Level Internships

- **Internships for Career Exploration:** Interns are expected to develop the ability to complete routine tasks under supervision and adhere to the employer's policies and procedures.
- **Academic Preparation:** None
- **Credits:** 2 credits per internship; maximum of 4 credits at this level
- **Grade Requirements:**
  1. Completion of 120 hours of work (minimum)
  2. Internship Portfolio

### 2000 Level Internships

- **Internships to gain work experience and develop technician-level skills:** Interns are expected to execute routine tasks, develop technician-level competence, and will be closely supervised.
- **Academic Preparation:** Introductory level coursework in career field or previous work experience
- **Credits:** 3 credits per internship
- **Grade Requirements:**
  1. Completion of 180 hours of work (minimum)
  2. Internship Portfolio
  3. Choice of public presentation or 2-page research paper

### 3000 Level Internships

- **Internships to begin development of professional skills:** Interns are expected to demonstrate the ability to perform routine tasks with some supervision.
- **Academic preparation:** a minimum of twelve (12) credits of coursework at or above the 2000 level in the academic area(s) related to the field experience. Previous work experience or equivalent training may be substituted for coursework with the approval of the Internship Committee. List of coursework and/or training will need to be included on the Internship Agreement under "Academic Prerequisites".
- **Credits:** 3, 6, 9 or 12
- **Grade Requirements:** Varies according to number of credits. (see below)

#### 3 Credit Requirements

1. 180 hours of worksite experience (minimum)
2. Internship Portfolio
3. Public Presentation

#### 6 Credit Requirements

1. 300 hours of worksite experience (minimum)
2. Internship Portfolio
3. Public Presentation
4. Project or Report (60 hours of work)
  - a. Consists of original academic work
  - b. Reflects an outgrowth from internship experience
  - c. Project/ report requires approval and strong endorsement of faculty mentor

### **9 Credit Requirements**

1. 420 hours of worksite experience (minimum)
2. Internship Portfolio
3. Public Presentation
4. Large scale project or report (120 hours of work)
  - a. Consists of large scale original academic work
  - b. Reflects an outgrowth from internship experience
  - c. Project/report requires approval and strong endorsement of faculty mentor

### **12 Credit Requirements**

1. 540 hours of worksite experience (minimum)
2. Internship Portfolio
3. Public Presentation
4. Large-scale project or report (180 hours of work)
  - A. Consists of large scale original academic work
  - B. Reflects an outgrowth from the internship experience
  - C. Project/ report requires approval and strong endorsement from faculty mentor
  - D. Internship agreement will need to be reviewed and approved by all members of the Internship Committee

### **4000 Level Internships**

- **Capstone internships of a professional nature:** Interns are expected to perform professional tasks independently, direct or develop programs or systems, or engage in professional quality research.
- **Academic preparation:** 9 credits of coursework (internship may be included) at the 3000 level at honors level (3.3 GPA) in the academic area(s) in which the field experience falls, the demonstrated ability to analyze data and/or develop programs, and demonstrated personal initiative in campus or community endeavors.
- **Credits:** a maximum of fifteen (15) credits per internship. Please meet with the Internship Coordinator to discuss the specific requirements for the number of credits for which you would like to enroll.
- **Grade Requirements:**
  1. Completion of worksite hours according to credit hours
  2. Internship Portfolio
  3. Public Presentation
  4. Major project or report reflecting the number of credits awarded
    - a. Consists of large scale original academic work
    - b. Reflects an outgrowth from the internship experience
    - c. Project/ report requires approval and strong endorsement from faculty mentor
    - d. Internship agreement will need to be reviewed and approved by all members of the Internship Committee

### **Earning Internship Credits**

- Credits are based on 60 hours of work per credit. A maximum of 60 hours per week may be accrued.
- Credits are earned by successfully completing the internship, as indicated on the Internship Agreement Form, and submitting an internship portfolio. Internships at the 3000 and 4000 levels also require a formal public presentation.
- A maximum of (15) internship credits can be applied toward a baccalaureate degree. A maximum of six (6) internship credits can be applied toward an associate degree.

## Choosing an Internship Site

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When searching for a suitable internship experience, there are many options available to you. Internships may be part-time or full-time, paid or unpaid positions, primarily taking place in an off-campus environment. The position should be a new experience and relevant to your chosen career path. Please keep in mind there are some internship sites that are not suitable for Unity College students. If you have any concerns or are unsure about an internship site, please contact the Internship Coordinator.

### Finding an Internship

A great place to start searching for internships is our Green Jobs Board: <https://greenjobs.unity.edu/>. Internship, job, and volunteer opportunities are posted regularly. In addition, Career Services has other job resources available online: <https://www.unity.edu/academics/career-services/job-search-resources/>

If you need assistance finding an internship experience, we encourage you to meet with Career Services, meet with your Academic Advisor, and talk to professors and students.

### Internship Site Requirements

- Interns should not complete an internship at an organization they are currently working for or have previously worked for. Exceptions may be allowed if the intern will be taking on additional responsibilities, working within a different department, or if other reasonable rationale exists. This must be clearly stated on your Internship Agreement Form.
- Retroactive credit cannot be applied from prior work experiences.
- Interns will have an assigned supervisor on site.
- At no time may the faculty mentor and the site supervisor be the same person.
- Internship site supervisors should not be an immediate relative or domestic partner of the intern.
- Internships in a site supervisor's private residence are not permitted; exceptions will be considered for art internships on a case-by-case basis with approval from the Chief Advancement Officer, upon recommendation from the Internship Coordinator.
- Residing in a site supervisor's private residence is not permitted.

# Registering for an Internship

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Interns will have completed the required academic prerequisites relative to the academic level of the internship and be in good academic standing at the time the internship paperwork is submitted.

## Registration Steps

1. Attend an Internship Program Information Session within one year of your proposed internship.
2. Meet with the Registrar's Office to determine how the internship fits with your course load and secure their signature on your internship agreement form.
3. Meet with Student Financial Services to ensure you know of your financial obligations for your internship and secure their signature on your internship agreement form.
4. Secure an internship position and obtain a copy of your job description.
5. Seek and confirm a faculty mentor.
6. Complete the Internship Agreement Form. The form must be reviewed by your faculty mentor before submitting for Internship Committee review and approval.
7. Submit electronic versions of the following to: [internships@unity.edu](mailto:internships@unity.edu)
  - a. Completed, unsigned internship agreement form
  - b. Supervisor confirmation form
  - c. Resume
  - d. Job/position description
8. Choose a placeholder in CAMS for your internship credits under the corresponding term. This should be completed during open registration. If you need assistance with this, see the Registrar's Office or the Internship Coordinator.
9. After your materials have been reviewed by the Internship Committee and any requested changes have been made, submit the final, digitally signed copy of your Internship Agreement Form to the Internship Coordinator. The Internship Coordinator will then submit your information to officially be registered for the internship course.

## Registration Deadlines

Internship paperwork must be submitted to the Internship Coordinator by the following deadlines. If you are unable to meet the deadline, you must meet with the Internship Coordinator in-person at least one week prior to the deadline to discuss options.

Internship Session	Registration Deadline
Spring Internship	Last Day of Registration for Spring Term
Summer Internship	Last Day of Registration for Summer Term
Fall Internship	Last Day of Registration for Fall Term
Outside of the Semester	Two weeks prior to the internship start date

**Please note:** You cannot start your internship until it has been **approved** by the Internship Committee and you have received written confirmation from the Internship Coordinator. This may require you submitting paperwork prior to the above deadlines. Please contact the Internship Coordinator if you have any questions regarding the deadline.

# Completing An Internship Experience

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The on-site portion of your internship is complete when you reach the “Internship End Date” on the Internship Agreement Form, which was agreed upon by you and your worksite supervisor. Students should have completed the minimum hours required for the chosen academic level and credits by this time. Many students complete more than the required hours by the end of their internship.

At the end of your internship, the Internship Coordinator will send you a site evaluation to complete, along with directions on the remaining components of your internship (presentation, projects, internship portfolio).

Your faculty mentor is responsible for assigning your final grade for the internship.

## Public Presentation

Public presentations are required for 3000 and 4000 level internships. The public presentation is an opportunity for an intern to demonstrate relevant aspects learned during the internship. The presentation must be completed before the Final Due Date on your Internship Agreement Form.

- **Suggestions for Presentation**

- Create a display and present it at an event (the intern must be present to staff the display).
- Create a slideshow of pictures and materials documenting the project and display it at an event.
- Experientially deliver a workshop to teach others a skill, lead a field trip, or outdoor activity.
- Provide a demonstration of skills you learned at your internship (e.g. tree climbing, radio-telemetry, search and rescue, etc.).
- Develop a documentary video or PowerPoint presentation.
- Create a poster, multimedia, or art for professional presentation.

- **Places and Events to Present**

- Admissions Events
- Club meetings
- Conferences, civic group meetings, community events, or local schools
- Earth Day (April) - make prior arrangements with Earth Day Committee
- Living Learning Community presentation

Alternative presentation locations can be approved by the Internship Coordinator.

## Internship Portfolio

As part of the internship final grade, all students will need to submit an internship portfolio to their faculty mentor by the Final Due Date listed on the Internship Agreement Form. These are the required documents for your portfolio:

1. **Internship Agreement Form**

- a. The final, digitally signed copy of the Internship Agreement Form that was approved by the Internship Committee.

2. **Resume**

- a. The most recent professional level quality resume updated to include the internship experience.

3. **Job Description**

- a. The copy provided by the sponsoring worksite organization.

#### 4. Internship Journal

- a. Interns have the choice of two types of journals. Interns will need to clearly identify which type of journal they have chosen on their Internship Agreement Form.
- b. **Option #1: Weekly Reflective Journal**
  - i. This includes weekly reflections on all aspects of the internship experience. The following questions may be used as prompts for weekly entries.
    1. What happened this week? What challenges did I experience?
    2. How do I feel?
    3. What did I learn this week?
    4. How can I apply what I learned to my career?
    5. Is my supervisor engaged and supportive?
    6. Are my co-workers team players? If so, what can I learn from them? If not, how do I overcome this barrier?
- c. **Option #2: Weekly Blog Journal**
  - i. This method of journaling allows you to share your experiences with the greater Unity College community and to share videos and photos of your experiences.
  - ii. The following guidelines must be followed if choosing this option:
    1. Interns must use the Unity College Internship Blog to post entries <http://unitycollegeinternshipprogram.blogspot.com/>
    2. All entries must be reviewed by the intern's worksite supervisor prior to posting.
    3. All entries will be moderated by the Internship Coordinator.
    4. Interns are responsible for saving entries separate from the blog site in order to include in their portfolios.
    5. Interns will use only their first name in all posts.
    6. Interns may switch from a weekly blog journal to private weekly reflective journal at any time - please notify your faculty mentor.

#### 5. Site Supervisor Evaluation Form

- a. Site supervisors will receive a Site Supervisor Evaluation Form at the end of the internship experience. Evaluations are sent directly to supervisors from Career Services. Once the evaluation has been completed, Career Services will email a copy to both the student and faculty mentor.
- b. **Optional:** Written Response to the Site Supervisor
  - i. At the faculty mentor or intern's discretion, a written response to the worksite supervisor's evaluation may be submitted for review. A typical response would address the following questions: Do you feel the worksite supervisor's evaluation was fair and accurate? Why or why not?

#### 6. Photo or Video Documentation

- a. Photographic records are an important documentation component of your internship story. Interns should include at least one picture of you and your supervisor, ideally in front of the employer sign or agency logo. Other photographs should document your engagement in the learning experience ("action shots").

#### 7. Timesheet

- a. Interns must submit a timesheet documenting their worksite hours. This should be signed by your site supervisor.

#### 8. Reflection Paper Based on Learning Objectives

- a. At the conclusion of the internship, interns will write a 2-3 page self-evaluation addressing the following questions:
  - i. Did you achieve your learning objectives for this internship? Why or why not? Please refer to your internship agreement and address each goal; use specific examples.
  - ii. What do you feel was your most important contribution to your internship?
  - iii. Have your academic and career goals changed? If so, how?
  - iv. What impact did this experience have on your personal growth?
  - v. In what ways could your internship experience have been improved?
  - vi. What personal strengths have you discovered through your internship experience?
  - vii. In what areas could you have improved your performance?

# Internship Roles and Responsibilities

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## Intern Responsibilities

- Students are responsible for the following: selecting and securing an internship site; securing housing for the duration of the internship; all associated internship expenses.
- Students have the responsibility of finding, applying for, and securing internships; articulating learning objectives; and providing evidence that the learning objectives are appropriate for the required academic level.
- Interns are responsible for attending a Career Services sponsored information session and completing the necessary paperwork under the guidance of a faculty mentor.
- Interns are required to meet with Student Financial Services regarding their financial obligation when registering for a credit-bearing internship.
- Interns are required to meet with the Registrar's Office when registering for a credit-bearing internship.
- It is the intern's responsibility to review and understand the intern position duties and housing accommodations offered by the internship site.
- Interns are responsible for financing travel to and from the internship site and any planned or unplanned expenses incurred during the internship (e.g. housing, food, travel, etc.).
- Interns are expected to follow all internship site and college conduct policies (see student handbook).
- If interns choose to use the blog journaling option for their internship portfolio then the blog guidelines should be adhered to.
- During the internship, interns will need to contact both their faculty mentor and the Internship Coordinator if they have any problems, concerns, or emergencies.
- All completed coursework, projects, and public presentations must be completed before the Final Due Date listed on the Internship Agreement Form. Internship grades will be determined by the faculty mentor.

## Faculty Mentor Responsibilities

- Faculty mentors will meet with all interns to discuss appropriate internship selection, to review the internship agreement form, and approve the final version of the internship agreement form.
- Faculty mentors will establish and communicate the "Final Due Date" for the completion of all internship materials and presentations.
- Faculty mentors should clearly indicate the intended evaluation method if the standard internship program grading rubric will be not be used.
- In collaboration with the intern, faculty mentors will identify a clear communication plan, including the expected method and frequency of communication during the internship. Communication must occur every two weeks, at a minimum. During these communications, faculty mentors should ask probing questions regarding the internship site, supervisors, nature of work, hours completed, and colleagues. These questions should inform the faculty mentor of his/her intern's safety and well-being while on site as well as progress made on learning objectives.
- Faculty mentors will monitor intern progress during the internship at regular intervals via telephone calls, emails, or site visits. Regular check-ins with interns are necessary to ensure safety, progress towards required hours and learning objectives, and to provide support to students. Support from the Internship Coordinator is available if necessary.
- If the faculty mentor has not been in contact with the student for 14 days, they must alert the Internship Coordinator immediately.
- Faculty mentors will evaluate and grade internship portfolios, attend required presentations, and review site supervisor evaluations. Grades are entered through CAMS under the respective internship semester.

## Internship Committee Responsibilities

- The Internship Committee responsibilities include: review of all internship agreements; ensuring the academic, professional integrity, and merit of the internship site; reviewing position descriptions.
- The Internship Committee will review all internship agreement forms within a timely fashion, as determined by the Internship Coordinator.
- The Internship Committee sets, maintains, and reviews academic standards for internship experiences.
- With recommendations from the Internship Committee, the internship program handbook will be edited annually by the Internship Coordinator, with final approval from the Chief Learning Officer and Chief Advancement Officer.
- Upon request, the Committee members may assist faculty mentors with the review of internship agreements or grading of student performance.

## Internship Coordinator Responsibilities

- The Internship Coordinator will serve as a liaison between the intern, site supervisor, faculty mentor, Internship Committee, and the Registrar's Office.
- The Internship Coordinator will facilitate and present internship information sessions.
- The Internship Coordinator is responsible for all formal written correspondence with site supervisors and assists with any related problems or issues.
- Administration of internship evaluations of all parties will be conducted through Career Services.
- Serve as the Chair of the Internship Committee.

## Internship Site Supervisor Responsibilities

- Site supervisors must provide a written job description to the intern outlining the primary duties and expectations.
- Site supervisors should understand and support the intern's learning objectives outlined in their internship agreement form.
- A formal training should be provided by the site supervisor in order to inform, train, prepare, and orient the intern to the site's expectations and culture.
- Site supervisors should meet regularly with interns to monitor progress, provide feedback, and review the learning objectives.
- Site supervisors are expected to provide adequate supervision of the intern and assign duties that are appropriate, career-related, and progressively challenging.
- The internship site should make equipment, supplies, and space available as necessary for the intern to perform their duties.
- Internship site and site supervisors must provide a physically and emotionally safe working environment free of all forms of harassment as per federal and state regulations.
- If the intern is not meeting the site expectations, the site supervisor must notify the Internship Coordinator to discuss appropriate solutions.
- Site supervisors will be sent one evaluation form at the end of the internship. This must be completed and returned promptly to the Internship Coordinator as it will provide professional guidance to the intern and factor into the intern's final grade.
- Internship site must assume liability for work-related injuries sustained by the intern, including workers' compensation insofar as the agency may determine the same to be required by law in that state. Agency shall have its comprehensive general liability insurance company name the College as an additional named insured on a primary and non-contributory basis. Prior to commencement of the internship, Agency shall provide to College a current certificate of insurance. No insurance policies required by this Agreement shall be cancelled or altered without thirty (30) days prior written notice to the College. Agency shall immediately notify College of any incidents or claims made arising out of the internship, and shall cooperate in any investigation of such incidents or claims undertaken by College.

## Internship Tuition Cost and Financial Aid

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The current college catalog governs the fees charged for internships. Fees are based on the number of credits indicated on the Internship Agreement Form. For questions regarding internship fees and financial aid, interns should schedule a meeting with Student Financial Services.

## Withdrawal Policy

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Credit-bearing internships follow the same policies as other Unity College courses. The course withdrawal procedure is the same as other courses for which a student is registered. “First day” is defined by the “Internship Start Date” on your internship agreement form. See the refund and grading policies in the current college catalog for details.

## If A Problem Arises During A Student’s Internship

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Each intern will be faced with challenges at various stages of an internship. All interns are advised to notify their faculty mentors immediately of any problems. Many students find there is usually an adjustment period at the beginning of an internship as they transition into their new role, environment, and co-workers. It is very important to communicate with your supervisor about your experience and need for support.

While some problems can be resolved, occasionally some cannot. Withdrawing from an internship should only be considered if an intern has explored all other options and possible solutions or if the intern feels they are in an unsafe situation. Please contact the Internship Coordinator as soon as possible to discuss any problems.

Each situation will be addressed on a case-by-case basis. In some cases, interns may change sites, site supervisors, or request an incomplete grade. The Internship Coordinator will work with the faculty mentor, site supervisor, and appropriate college personnel to best address the issue.

# Workplace Harassment and Title IX

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Unity College is committed to fostering a safe living and learning environment for all students. Although the majority of internships occur off-campus, Title IX laws still apply when you are completing a credit-bearing internship. We want you to be prepared to identify harassment and know what to do if you are being harassed.

## Workplace Harassment

The Equal Employment Opportunity Commission (EEOC) is the government agency responsible for enforcing Federal discrimination laws. The EEOC defines workplace harassment as unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age, disability, or genetic information.

Harassment becomes unlawful when:

- Enduring the offensive conduct becomes a condition of continued employment, or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Offensive conduct may include, but is not limited to: offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

## Sexual Harassment

The EEOC guidelines describe sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

## What if I Am Being Harassed?

- If you feel comfortable doing so, handle the situation directly. For example, talk to the offender about their conduct being unwelcome and inappropriate.
- If the conduct continues and/or if you feel uncomfortable addressing the person directly, speak with your site supervisor or the organization's Human Resources Department.
- Inform the Internship Coordinator and/or your faculty mentor. They can assist with helping to determine the next steps.
- Students can also report any type of discrimination or harassment to the following people 24/7:
  - Ray Phinney, Dean of Students and Title IX Coordinator
    - [rphinney@unity.edu](mailto:rphinney@unity.edu), 207-509-7241
  - Stephen Nason, Director of Residence Life and Title IX Investigator
    - [snason@unity.edu](mailto:snason@unity.edu), 207-509-7284

There are additional resources available to you with more information about our policies, confidential reporting, counseling services, etc:

- [Unity College Student Handbook](#)
- [Unity College Website](#)

# Frequently Asked Questions (FAQs)

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## **Who can I ask to be my faculty mentor?**

Faculty mentors must be a full-time Flagship faculty member. They may be the intern's academic advisor, teacher or mentor. The intern should be comfortable with the faculty mentor as they will be in close communication throughout the internship experience. Adjunct faculty members may not serve as a faculty mentor.

## **How do I write effective Learning Objectives?**

Think about what you want to learn and how you want to learn it. Then think about how you are going to demonstrate what you learned. You may also consider what you most want to explore, understand or learn during your internship, how you would like to change or be different by the end of your experience, and what will make you more marketable to an employer or graduate school.

## **I am having trouble getting the required hours. Help!**

If you are having issues with completing enough hours, don't wait until the last few weeks of your internship to inform us. There may not be much we can do at that point. When your internship is halfway done, you should check to see that you have completed at least half of your required hours. Please communicate any issues with your faculty mentor and Internship Coordinator as soon as possible. We will work on addressing the issue with you and your site supervisor.

## **I have completed the required amount of hours for my internship. Can I leave early?**

No. Students are expected to stay at their internship site until the "Internship End Date" listed on the agreement form. If there is an issue and you need to leave the internship site early, you must first speak with the Internship Coordinator. The Internship Coordinator will work with you, your faculty mentor, and site supervisor to identify and address any issues, and to create a completion plan. You must have written approval from the Internship Coordinator and the site supervisor to leave the internship earlier than the "Internship End Date" listed on the form. It is an important part of the internship experience that you meet your professional obligations to your internship site.

## **How will my internship be evaluated and graded?**

The faculty mentor will be responsible for evaluating and assigning a grade to an internship. Most faculty mentors will use the Internship Grading Rubric (see appendix A). Faculty mentors should notify their interns if another evaluative method will be used.

## **What if my faculty mentor cannot attend the public presentation?**

Your faculty mentor can designate another representative to attend the presentation. With prior notice, the Career Services staff may be able to record an on-campus presentation to provide to the faculty mentor.

## **What if I will not be on campus the following semester to present?**

Alternative plans should be approved by the Internship Coordinator in writing prior to the completion of the internship.

## **How do I get a copy of my Site Supervisor Evaluation Form?**

Interns will be notified by the Internship Coordinator once their site supervisor has completed and returned a copy of their evaluation. The Internship Coordinator will make every effort to acquire a copy for the student intern.

# APPENDIX A- Faculty Mentor Internship Grading Rubric

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## **INTERNSHIP GRADING RUBRIC**

Sample for 3-credit, 3000-level internship

Student Name: \_\_\_\_\_

Faculty Mentor: \_\_\_\_\_

### **The student fulfilled the internship agreement.**

A student who does not complete their internship will automatically receive a failing grade. A student must complete the work portion of the internship as described in the internship agreement before submitting their portfolio for evaluation and doing their public presentation. A student's grade is based on demonstrated learning as documented by the portfolio and public presentation.

**Rating Scale** 101 points (A 101-90; B 89-80; C 79-70; D 69-60; F 59-0)

**2 points per attribute:**  
2 Completed  
1 Partially completed  
0 Did not submit

**\*5 points per attribute:**  
5 Completed: exemplary  
4 Completed: thorough  
3 Completed  
2 Partially completed: basic understanding  
1 Partially completed: minimal understanding  
0 Did not submit

### **PORTFOLIO:**

#### **Internship Agreement, Resume, Job Description**

**[2 or 5 points per attribute, as indicated, for a total of 20 points]**

- \_\_\_\_\_ The internship agreement, resume, and job description were submitted to faculty mentor in a timely manner.
- \_\_\_\_\_ The internship description accurately describes the mission of agency and the role of intern within the agency.
- \_\_\_\_\_ The internship description describes the student's long-term goals and explains how the internship will help them achieve these goals.
- \* \_\_\_\_\_ The intern's personal learning goals are specific, measurable, achievable, relevant and trackable. (\*5 points)
- \_\_\_\_\_ The public presentation is defined (type of presentation, when, where, to whom).
- \* \_\_\_\_\_ The resume highlights the student's education and experiences in an effective format. (\*5 points)
- \_\_\_\_\_ Written materials are clear and exhibit good grammar and spelling.
- \_\_\_\_\_ **SUBTOTAL**

#### **Internship Journal [5 points per attribute for a total of 20 points]**

- \* \_\_\_\_\_ Entries are completed as assigned. (\*5 points)
- \* \_\_\_\_\_ Entries respond to Internship Journal questions thoroughly and accurately. (\*5 points)
- \* \_\_\_\_\_ Entries present facts, analysis and reasoned interpretation. (\*5 points)
- \* \_\_\_\_\_ Reflective Journal/Daily Log entries are legible. OR Directed Journal entries are typed, clearly written using standard grammar and spelling. (\*5 points)
- \_\_\_\_\_ **SUBTOTAL**

**\*5 point attribute** (all other attributes are 2 points)

**Self-evaluation [2 or 5 points per attribute, as indicated, for a total of 21 points]**

\*  The self-evaluation discusses the intern's achievement of personal learning goals. (\*5 points)

**Description, interpretation, analysis, and evaluation of the internship experience:**

The self-evaluation discusses the intern's most important contribution to the internship.

The self-evaluation discusses the intern's academic and career goals.

The self-evaluation discusses the impact the experience had on the intern's personal growth.

The self-evaluation discusses how the internship experience could have been improved.

The self-evaluation discusses personal strengths the intern discovered through the experience.

The self-evaluation discusses areas for personal improvement.

**Quality of written material**

The self-evaluation presents both descriptive and reflective information in a thoughtful manner.

The self-evaluation is clearly written with standard grammar and spelling.

**SUBTOTAL**

**Supervisor Evaluation (and Response to Supervisor Evaluation if required)**

**[5 points per attribute for a total of 20 points]**

\*  The supervisor evaluation indicates that the intern demonstrated a good work ethic. (\*5 points)

\*  The supervisor evaluation indicates that the intern displayed initiative. (\*5 points)

\*  The supervisor evaluation indicates that the student collaborated well with co-workers. (\*5 points)

\*  The supervisor evaluation indicates that the student developed new skills during the experience. (\*5 points)

The student provided a thoughtful response to the supervisor's evaluation. (If required, 5 bonus points)

**SUBTOTAL**

**Public Presentation [2 points per attribute for a total of 20 points]**

**Well Planned**

The presentation is structured to demonstrate student learning.

The focus of the presentation is clearly stated and is appropriate for the audience's level of knowledge.

Visual aids that were selected/prepared are well done, can be seen by all, and add to the presentation.

**Well Presented**

The speaker can be heard by everyone.

The speaker shows interest and enthusiasm, and actively involves the audience.

The speaker maintains excellent posture and makes eye contact with the audience.

The presentation is an appropriate length.

Appropriate references are made to the work of others

**Good Content**

The speaker knows and understands the subject matter.

The information presented is accurate and demonstrates student learning.

The ideas presented support the focus and there are clear transitions between the main ideas.

**SUBTOTAL**

**OR**

**Display or Poster Session [2 points per attribute for a total of 20 points]**

The display demonstrates student learning during the internship

The display is eye catching and conveys the focus of the internship/project immediately.

The elements of the display collectively provide a complete description of the internship/project.

The elements are arranged to present information in an organized fashion.

The graphics are visually appealing and professional in appearance.

Narrative elements are written clearly and concisely with good grammar and spelling.

The factual information is accurate and reflects an understanding of the subject matter.

Appropriate references are made to the work of others.

The display is neat and presentable.

The display clearly presents the student's learning during the internship.

**Total**

# APPENDIX B- Site Supervisor Evaluation

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## Site Supervisor Evaluation of Student Internship Performance

### Intern Information:

Student Name:

Organization Name:

Student Major:

Name of Evaluator: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

### Rating Scale:

- 5 **Exemplary/outstanding:** Consistently exceeded objectives. An extraordinary performer in all respects.
- 4 **Highly satisfactory:** Consistently meets, sometimes exceeds objectives. Is a superior performer.
- 3 **Satisfactory:** Consistently meets objectives. Produces results expected from a quality employee.
- 2 **Needs improvement:** Sometimes meets objectives. Sometimes falls short. Improvement is required.
- 1 **Unsatisfactory:** Does not meet objectives. Considerable improvement is required.

**N/A Not applicable:** Does not apply to this position.

### **Work Ethic**

- \_\_\_ Was dependable
- \_\_\_ Was punctual
- \_\_\_ Was adaptable and flexible
- \_\_\_ Dressed appropriately
- \_\_\_ Demonstrated a good work ethic

### **Interpersonal Skills**

- \_\_\_ Contributed to overall effort as a team player
- \_\_\_ Maintained a positive attitude
- \_\_\_ Demonstrated professional judgment
- \_\_\_ Demonstrated effective written skills
- \_\_\_ Demonstrated effective verbal skills

### **Initiative**

- \_\_\_ Completed tasks in a timely manner
- \_\_\_ Worked successfully without supervision
- \_\_\_ Demonstrated responsibility on the job
- \_\_\_ Displayed initiative
- \_\_\_ Effort put into work

### **Skills Demonstrated**

- \_\_\_ Good knowledge of job duties
- \_\_\_ Ability to learn new tasks/concepts
- \_\_\_ New skills during the experience
- \_\_\_ Academic preparation for the position
- \_\_\_ Quality of work

Did you provide training for the intern? \_\_\_ yes \_\_\_ no

Please elaborate:

-OVER-

What contact did you have with the intern during the internship? Please be specific.

Did the intern meet your agency's/ organization's expectations for the internship?

Describe strengths demonstrated by the intern:

Describe areas in which the intern can develop professionally:

Would you recommend this student for rehire at your agency/ organization or at a similar facility?  
Why or why not?

Please feel free to include additional comments.

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***Each student has the opportunity to examine the official records pertaining to him/her under the Family Educational Rights and Privacy Act of 1974***