
Unity College Hybrid Learning Internship Program Handbook

A Guide for Interns, Faculty, and Staff

Hybrid Learning
Unity College
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Introduction

This Internship Handbook is designed to help answer questions about the Unity College Hybrid Learning 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 and staff support, and site supervisor.

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 required for all degrees. The distinguishing components of an internship are: the exercising of four key professional outcomes, 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 Hybrid Learning Internship Program is designed to develop skills, confidence, and professional contacts which cannot be achieved in a classroom setting. The program allows for personal growth from work experience. 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 your Hybrid Learning Coach or the Internship Course Instructor by email at internships@unity.edu or your Hybrid Learning Coach by phone at 207.509.7124.

Internship Checklist

Planning Your Internship

- ⌘ **Consider the time of year.** Hybrid Learning allows for more flexibility to do an internship in the spring, summer, fall, or winter. Summer is traditionally a highly competitive time for internships, so choosing a different time of year might result in more available opportunities.
- ⌘ **Start early!** If you are looking to do a summer internship, for example, 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 Learning Coach for a list of potential organizations. Ask faculty members for internship ideas. Much like searching for a job, you want to leverage your network when searching for an internship. Another great resource is Handshake: Unity.joinhandshake.com
- ⌘ **Apply for several positions.** Although you may have found your dream position, don't rule out other options.
- ⌘ **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! Your Hybrid Learning Coach and Internship Course Instructor are here to assist if you have any questions.

Before Your Internship Begins

- ⌘ **Watch the pre-recorded Internship Info Session.** The info session will give you an overview of the internship process from start to finish.
- ⌘ **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. Review agreement form with your Hybrid Learning Coach and have the Coach sign the completed form.
- ⌘ **Submit final required paperwork to the Hybrid Learning Coach.** *Documents we require include the Internship Agreement form, Supervisor Confirmation form, Liability Waiver, Certificate of Insurance from the internship site, and a resume and job description.* The Coach will refer all the finalized documents to the Internship Course Instructor, who may still ask for revisions. Once it has been approved by the Internship Course Instructor your Hybrid Learning Coach will assist you in registering for the course. **You can not begin your internship until it has been approved by the Internship Course Instructor.**

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 of how to do something!
- ⌘ **Don't forget about your weekly assignments.** You will have weekly assignments in the Canvas internship module. Each module will contain weekly assignments and discussions to support the internship experience and directly contribute to your internship course grade.
- ⌘ **Establish good relationships with your coworkers.** Be friendly, polite, helpful, and sensitive. It's good to talk with your coworkers and get to know them but beware of gossiping and complaining. Be careful about bringing personal business to work, and be sure that what you do discuss is fit for public consumption.
- ⌘ **Stay engaged.** Do not get distracted by your phone or other electronics. Take notes and be present.

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. Be sure to write them a thank you note or email.

Internship Calendar

Although you may not need as much time as this calendar suggests, use this time line 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 time line for your internship. All requirements, however, must be complete, at least 2 weeks prior to the start of the internship.

9 Months Before Your Internship

- Date: _____ Review your Degree Program requirements with your Learning Coach.
- 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.

6 Months Before Your Internship

- Date: _____ Continue applying for internship opportunities.
- Date: _____ Watch the 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 your Hybrid Learning Coach and/or faculty members to review your resume, practice interviewing, and/or brainstorm additional opportunities.
- Date: _____ Meet with your Learning Coach to determine how the internship fits with your course load and secure their signature on your internship agreement form.

1 Month Before Your Internship

- Date: _____ Submit all internship paperwork to the Hybrid Learning Coach for review (if you have not done so already).
- Date: _____ Finalize any travel, housing, and medical needs (i.e. vaccinations) for your internship. **Refer to the CDC website for up-to-date travel information.**
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

2 Weeks Before Your Internship

- Date: _____ Make sure all required paperwork has been revised, approved and submitted. Make sure all required signatures have been obtained. Check in with your internship site supervisor. Review your schedule, dress code, and meeting location.

Hybrid Learning Internship Requirements

All degree programs require an internship experience. We encourage you to complete at least one internship experience during your time at Unity College. Internships help to develop professional skills.

- **Academic prerequisite:** A minimum of twelve (12) credits of coursework earned at or above the 2000 level is required before you are eligible to enroll in a credit-bearing internship to meet your degree requirement. Previous work experience or equivalent training may be substituted for coursework with the written approval of the Assistant Director of Career Services and Internships.
- **Grade Requirements:**
 - 100 hours of work site experience (minimum). We offer 1, 2, and 3 credit internship courses. This allows the students to spread out the internship over multiple terms if they are not able to complete the required work site hours during a single 5-week term.
 - 1 credit requires a minimum of 33 work site hours. Students can earn a maximum of 3 internship credits.
 - **Internship work site hours must be accrued between one week prior to the start of the term for which the student is registered for the internship, and the last day of that term in order to count towards the 100hr. minimum requirement.** Students are encouraged to work in an internship or job with an organization before or after this time frame to gain additional experience, however hours outside of the designated time frame will not count towards the graded internship experience.
 - Canvas Module Coursework (expected total of 35 hours of work).
 - Each module will contain required assignments encouraging you to reflect and engage in your internship experience.
 - Site Supervisor Evaluation Form
 - Site supervisors will receive a Site Supervisor Evaluation Form at the end of the internship experience. Evaluation forms are sent directly to supervisors from the Internship Course Instructor. Once the evaluation has been completed, the Internship Course Instructor will incorporate that evaluation into the final course grade and forward a copy to the student.
 - Optional: Written Response to the Site Supervisor
 - At the course instructor or intern's discretion, a written response to the work site supervisor's evaluation may be submitted for review. A typical response would address the following questions: Do you feel the work site supervisor's evaluation was fair and accurate? Why or why not?

Professional Outcomes

An internship experience is one that gives students the opportunity to learn how to conduct themselves in a professional setting working along side professionals in their field. It is important that students recognize and reflect on this as part of their experience. All interns agree to meet the following professional outcomes as part of their internship experience.

1. **Communicate effectively:** Communication is a critical piece of any professional relationship. As part of your internship experience, you will exercise clear and consistent communication with your supervisor, other interns, colleagues, and Unity College faculty and staff.
2. **Be responsive and flexible:** You may find during the course of your internship that you are asked to do things that were not listed on the job description when you accepted the position. It is important to stay responsive and flexible to the needs of the internship site, and jump-in ready to help however you can. This is a good lesson is how things work in the professional world, as people are often asked to take on new or additional responsibilities. By taking on these tasks eagerly, you will stand-out to your supervisor and make a lasting impression. This could lead to a strong letter of recommendation, or even a job offer.

3. **Make professional connections:** As you work alongside professionals, colleagues, and other interns please remember that these are the people you'll likely come into contact with as you continue building your career after graduation. Building these strong connections gives you people to reach out to for professional guidance and support. Be sure to connect with these people via LinkedIn or by email and phone before the end of your internship, and keep in touch with them.

4. **Be on-time, energetic, and engaged:** It is important that you put your best foot forward every day. It can be difficult to adjust to a new schedule for your internship, however it is imperative that you are on-time (or early) to your internship every day. It is equally important that you keep an energetic, positive attitude and stay engaged in your tasks. By showing up on time with a good attitude, you are much more likely to have a good day, and the people you work with are likely to enjoy your company which makes you look good professionally. Most importantly, do not allow yourself to be distracted with cellphones or other electronics during your work day. Remember to take notes during meetings and review them daily, which helps ensure you're learning effectively.

Choosing an Internship Site

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, taking place in a variety of locations. The position should be a new experience and relevant to your chosen career path. If you are interested in using a current position for your internship experience, please contact Career Services to see if this is an option. 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 Career Services.

Finding an Internship

Much like searching for a job, finding an internship requires you to leverage your network. Securing your internship is an important part of the professional development process.

A great place to start searching for internships is through Handshake: unity.joinhandshake.com. Internship, job, and volunteer opportunities are posted regularly. If you need assistance finding an internship experience, we encourage you to meet with your learning coach 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 approved in writing by the Internship Course Instructor prior to submitting your Internship Agreement form.**
- ⊞ Retroactive credit cannot be applied from prior work experiences.
- ⊞ Interns will have an assigned supervisor on site.
- ⊞ 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.
- ⊞ Residing in a site supervisor's private residence is not permitted.

Assessment & Grading

You will receive a course grade of "satisfactory" or "unsatisfactory":

Assessments: Note that the Discussion Board Participation Requirements may be substituted with Independent Research and Analysis Assignments at the discretion of the Internship Course Instructor.

Registration Steps for Students

1. Watch the pre-recorded Internship Program Information Session within one year prior to your proposed internship.
2. Meet with your HL Coach to determine how the internship fits into your schedule and when. Your HL Coach will register you for the internship course after approval by the Internship Course Instructor.
3. You can now begin looking for an internship position. You can use Handshake, talk with faculty and other students, reach out to Career Services for resources, or other means of finding opportunities.
4. You apply for, are offered, and accept an internship opportunity.
5. You complete the Internship Agreement Form with your HL coach, who signs off on it.
6. **At least 2 weeks prior to the date you plan to start your internship**, submit electronic versions of the following to: internships@unity.edu
 - a. Completed, internship agreement form
 - b. Supervisor confirmation form
 - c. Resume
 - d. Job/position description
7. Materials will be reviewed by the Internship Course Instructor who may request edits. Once edits are finalized, Instructor will send an email to HL Coach, who will register the student, confirming approval. **Please note:** You cannot start your internship until it has been approved by the Internship Course Instructor and you have received written confirmation.

Completing An Internship Experience

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 work site supervisor. Many students complete more than the required hours by the end of their internship. At the end of your internship. Your course instructor is responsible for assigning your final grade for the internship, which will include work completed in the Canvas Internship Module.

Internship Roles and Responsibilities

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; and articulating how the internship experience aligns with their long term career goals.
- Interns are responsible for watching the pre-recorded Career Services internship information session and completing the necessary paperwork under the guidance of the learning coach.
- 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).
- During the internship, interns will need to contact the Internship Course Instructor if they have any problems, concerns, or emergencies.
- Students are required to stay until the end of their internship, which is the Internship End Date agreed upon on the Internship Agreement form. Students often complete more than the minimum number of required hours.
- All completed coursework must be completed before the Final Due Date listed on the Internship Agreement Form. Internship grades will be determined by the course instructor.

Internship Course Instructor Responsibilities

- ⌘ The Internship Course Instructor will serve as a liaison between the intern, site supervisor, learning coach and the Registrar's Office during the internship experience.
- ⌘ The Internship Course Instructor is responsible for all formal written correspondence with site supervisors and assists with any related problems or issues.
- ⌘ The Internship Course Instructor will obtain internship evaluations from site supervisors and incorporate that evaluation into the overall course grade.

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 professional outcomes 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 Assistant Director of Career Services and Internships to discuss appropriate solutions.
- Site supervisors will be sent an evaluation form towards the end of the internship by the Internship Course Instructor. This must be completed and returned promptly to the Internship Course Instructor (dates will be provided) 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 canceled 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

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

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

Each intern will be faced with challenges at various stages of an internship. All interns are advised to notify the Internship Course Instructor 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 Internship Course Instructor 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. Your Coach and your Instructor will work with the site supervisor and appropriate college personnel to best address the issue.

Workplace Harassment and Title IX

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:

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

- P Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- P Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- P 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 course Instructor. They can assist with helping to determine the next steps.
- Students can also report any type of discrimination or harassment to the Title IX Coordinator 24/7:
- Stephen Nason, Title IX Coordinator
 - 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)

How do I write effective Long Term Career Goals?

Think about how this internship experience is going to help you gain the skills needed to be successful in your long term career. If you're not sure exactly what you'd like to do, or if your long term career goal is not necessarily in line with your degree, that's OK! Your internship experience is meant to help you gain professional skills that will help you in a variety of professional settings.

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 days 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 the Internship Course Instructor 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 Course Instructor. They will work with you and your site supervisor to identify and address any issues, and to create a completion plan. You must have written approval from your Internship Course Instructor 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 Internship Course Instructor will be responsible for evaluating and assigning a grade to an internship. Grades will be based on Site Supervisor Evaluations and course module completion.

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

Interns will receive a copy of their evaluation once it has been returned.

APPENDIX A- Site Supervisor Evaluation

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.

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