

Hendrix Internship Program Online Packet Guide

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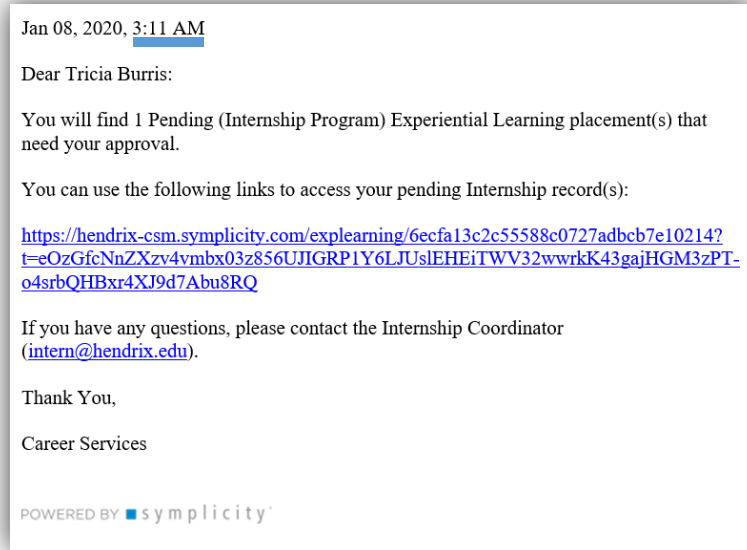
The Office of Career Services has transitioned our internship packets from paper to online (in HireHendrix). The information requested, internship program requirements, and process have NOT changed.

OVERVIEW OF THE PROCESS

1. The **Student** will complete a brief application and meet with me. We will cover policies, requirements, code of conduct, and navigation of the online system.
2. The **Student** will be given access to the placement packet which will include:
 - a. Internship Site Information and Agreement
 - b. Faculty/Staff Supervisor Agreement
 - c. Drop/Add Form
3. Once submitted, I will have the opportunity to review (but will rarely make changes at this point in the process).
4. The **Site Supervisor** will then receive a link via email to the Internship Site Agreement Form. They will be able to edit this information before approving.
5. The system will process Site Supervisor approvals overnight. The **Faculty/Staff Supervisor** will receive an email (around 3am) from intern@hendrix.edu with a link to your student's form. You will be able to see ALL of the information, but you will only be able to edit the information in the Faculty/Staff Supervisor Agreement.
6. If you are also the student's **Academic Advisor**, you will be able to complete the Drop/Add Form here as well. If you are not the student's Academic Advisor, the student will be directed to download a Drop/Add Form, take it to their advisor, and bring the form to Career Services for processing.
7. If you are also the student's **Program/Dept. Chair** (for HESC, EVST, or SJSA), you will be able to approve the student's internship for that major/minor requirement in this form. If you are not, I will send the completed packet to that person via email for final approval.
8. Everything else should run as we have done in the past. You will still receive an email from me with the completed packet attached. I will still communicate Drop/Add information to the Registrar. You will also still receive an email from me at the end of the internship period notifying you of the student's progress (complete/incomplete).

GUIDE FOR THE FACULTY/STAFF SUPERVISOR

- The student will be able to complete the Faculty/Staff Agreement portion of the packet based on communications with you. If you prefer to complete this portion yourself, you can ask the student to leave most items blank. You will also have the option of uploading additional documents.
- After the student's packet has been approved by the site supervisor, the **system will send you an email** like this:



- Note that this is from intern@hendrix.edu, and please add this to your contacts.
- These emails are generated overnight and generally **arrive around 3:00am**.
 - **Click the link** included in the email to access your student's packet. Note: If you are supervising multiple interns, more than one link could be included in this email.
 - You will be able to see the entire packet, but you will only be able to edit the Faculty/Staff Agreement (and, if applicable, Drop/Add Information).

These forms should already be completed by the student:



* indicates a required field

Student Information

Student

Tricia Burris

Internship Site Information

Internship Site Name

Test Internship Site

Internship Site Address

Street Address

1234 Test Drive

Internship Site City and State

(or international address)

Conway, AR

Internship Site Zip Code

(or international address, continued)

72032

Supervisor Name

Tricia Burris-EMPLOYER

Supervisor Title

Program Coordinator

Site Supervisor Phone

5014501373

Site Supervisor Email

burris@hendrix.edu

Compensation Type

Unpaid

Internship Site Agreement

The student, intern and site supervisor were instructed to consult on these items. The site supervisor was given the opportunity to make edits to the student's entries, when needed.

Proposed Work Schedule

(general days, hours, etc.)

M-F 8-12

Dress Code

(give a general description and list any prohibited items. Examples: business casual, no jeans, scrubs provided, etc.)

Slacks/skirts; collared shirts.

Project/Internship Description

(projects, responsibilities, objectives to achieve during internship)

LIST/DESCRIPTION of projects, responsibilities, etc.

Internship Professional Outcomes

(broader skills, experiences, and personal/professional development to be gained by this work)

LIST/DESCRIPTION

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(broader skills, experiences, and personal/professional development to be gained by this work)

LIST/DESCRIPTION

Do you require the student receive course credit?

No

Do you require special training?

Yes

How will the intern access training?

The internship site will provide first aid training as a part of the intern's orientation.

Estimated hours on-site

(minimum hours for internship credit: 120 hours)

120

Student Acknowledgement of Expectations

I will thoroughly discuss these expectations and descriptions with the site supervisor. I understand that I am responsible for successful completion of these requirements under the guidance and mentorship of the site supervisor.

Yes

Evaluation Agreement

As the site supervisor, I agree to complete an evaluation of the intern (link will be emailed to the supervisor at a later date) that will be shared with the appropriate Hendrix faculty and staff in order to assess the intern's credit and completion status.

Yes

- **Credit Type:** This item is important. Any credit type besides “Odyssey Only” will trigger the appearance of additional items later in the packet (e.g., Drop/Add Information) and determine what information is provided to the Registrar.

Credit Type *

Odyssey PL ONLY Internships do NOT count in your course schedule, though they MAY fulfill a major requirement.

Academic Credit Internships DO count in your course schedule (and are also pre-approved for Odyssey PL credit)

PLEASE INDICATE WHICH DESCRIPTION FITS THIS INTERNSHIP EXPERIENCE:

EVST Academic Course Credit AND Odyssey PL

Odyssey Credit ONLY (ALL internships receive PL credit)

Academic Course Credit (AND Odyssey PL)

SJSA Minor Requirement Internship (Academic Course Credit AND Odyssey PL)

EVST Odyssey PL Only Major Requirement Internship

EVST Academic Course Credit AND Odyssey PL

HESC Odyssey PL Only Major Requirement Internship

HESC Academic Course Credit AND Odyssey PL

- **Learning Goals and the Reflection Component**—You can enter these as usual (or edit information entered by the student based on their conversations with you). Note that you have the option of uploading documents that include some or all of this information instead of typing it in the text boxes. If you choose to do this, please write “see attached” in the appropriate text box(es). The Attachment button is located at the bottom of this section.

HIRE HENDRIX

Assignment for Academic Credit

Choose **one** of the following:

six-page paper on a topic agreed upon by Faculty supervisor and student

Academic Assignment Description

Add any other details necessary to the assignment.

To be discussed during Progress Meeting 2

Academic Credit Considerations

Internships taken for **ACADEMIC CREDIT: 1)** will count toward graduation and as a class in your schedule; **2)** are not assigned a letter grade; **3)** if taken as a 5th course on the student's schedule, will incur a 5th course fee; **4)** must have a 4-letter department/discipline code and must have the 3-digit number 498; **5)** must have a course title beginning with INTERN: and containing no more than 23 additional characters and spaces; **6)** if taken during the summer, must be added to the spring term immediately preceding or the fall term immediately following the summer in which the internship is done.

I have read and understand the Academic Credit Considerations.

Attachment(s)

Add any attachments needed here.

Add Attachment

Drop/Add Form Information

Information only needed for internships done for academic credit and/or to fulfill a major/minor requirement.



- **Progress Meetings**—A rough estimate of when you plan to meet is perfectly fine.
- **Student Comments**—This is optional and provides an opportunity for the student to leave you (or me) notes.

- **Drop/Add Information** (for students seeking academic credit and/or to fulfill a major/minor requirement--
 - If you are **NOT** the student's advisor, the student will download an Internship Drop/Add form which they will return to the Career Services office when completed.
 - If you **ARE** the student's advisor, additional fields will appear allowing you to complete all of the Drop/Add information here.

HIRE HENDRIX

Add any attachments needed here.

Add Attachment

Drop/Add Form Information
Information only needed for internships done for academic credit and/or to fulfill a major/minor requirement.

Faculty Supervisor Roles- Advisor
Is your Faculty Supervisor also your Academic Advisor?
 Yes No

Faculty Supervisor Roles- Program Chair
Is your Faculty Supervisor also your Program Chair?
 Yes No

Program Chair-Communication & Approval
I understand that my Program/Department Chair must approve my internship as it relates to my major/minor graduation requirement.
I will be in conversation with that faculty member as I make plans for this internship.
I understand that my Program/Department Chair will be emailed a copy of my completed internship packet for final approval.
 Yes

- If you are the program chair for the student's major/minor, you will have the opportunity to approve the internship to fulfill the major/minor requirement within the form:

HIRE HENDRIX

Faculty Supervisor Roles- Program Chair
Is your Faculty Supervisor also your Program Chair?
 Yes No

ADD Term
To which semester should this internship be added?
 1S (Fall semester)
 2S (Spring semester)

ADD Dept. Code
Internship must have a four-letter department/discipline code followed by the appropriate three-digit number.

ADD Internship Class Title
Course title must begin with **Intern:** and is limited to a total of 30 characters and spaces.

DROP a Class
Will you need to drop a class from you schedule to make room for this internship?
 Yes No

- **Final Approval**—Type your name in the appropriate approval box(es) as your “digital signature” and then click “Approve.” Once you click “Approve” you will not be able to make any further changes. However, you can email me, and I can make edits on my end.

Do NOT press the button indicated below until you have filled in all relevant information:

APPROVALS

Hendrix Supervisor Approval *

Sign here to indicate your approval (as Hendrix Internship Supervisor) of the learning goal(s), reflection component(s), progress meeting schedule, and (if applicable) academic credit assignments listed above.

Supervisor Digital Signature Here.

Hendrix Advisor Approval

Sign here to indicate your approval (as the student's Faculty Advisor) of this internship.

Advisor Digital Signature Here.

Program Chair Approval

Sign here to indicate your approval (as department or program chair) of this internship experience as it pertains to the student's major/minor graduation requirement.

Program Chair Digital Signature Here.

Approve

Reject



- **After all forms have been completed and all approvals received**, I will email a copy of the completed packet to you, the site supervisor, and the student. I will email the program chair a copy for their final approval, when needed. In addition, I will send Drop/Add Form information to the Registrar.
- **Questions?** Contact Tricia Burris (burris@hendrix.edu; ext. 1373).