

INTERNSHIPS 1010 FOR PARENTS

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INTERNSHIPS***

WHAT IS AN INTERNSHIP?

- An internship is a form of **experiential learning** that **integrates knowledge and theory** learned in the classroom with **practical application and skills development** in a professional setting. Internships give students the opportunity to gain valuable **applied experience** and **make connections** in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.
- National Association of Colleges and Employers (NACE) + Career Competencies

VALUE OF AN INTERNSHIP

- Gain valuable work experience + provide opportunity for reflection
- Explore a career path + evaluate fit
- Give yourself an edge in the job market
- Develop/refine skills + gain confidence
- Network with professionals
- Transition into a job and/or identify next steps
- Receive financial compensation
- Fulfill course requirement and 1 or 2 units of ELR

INTERN REQUIREMENTS

Good academic standing; cumulative GPA of 2.0 or higher

Work a minimum of 40 or 80 hours per credit hour (option for 1- 4 credits) – *school dependent*

Work a minimum of 4 weeks (more are encouraged)

Intern must be completing a new experience (not previously registered for academic credit)

Must enroll in the internship course concurrently with the internship. **No retroactive credit is provided.** *Course name is dependent on major.*

SITE REQUIREMENTS

Intern responsibilities should demonstrate application of skills and education across their disciplines

Supervisor must be a professional with expertise in the discipline at an established organization

Supervisor cannot be a family member, friend, or current student

Work can be completed on-site or in a hybrid schedule*

Interns cannot work in a private residence

EXPECTATIONS: INTERN & EMPLOYER

Elon University expects students to represent themselves in a professional manner, in accordance with the values of Elon University's Honor Code: honesty, integrity, responsibility, and respect. This includes communicating professionally with all faculty, staff, alumni, and company representatives; honoring all commitments at school and with external professional pursuits; and behaving ethically and honestly.

While students are participating in an internship, they are held to Elon's Code of Conduct and Honor Code.

** Sexual Harassment or Discrimination in the workplace is not tolerated.



INTERNSHIP TIMEFRAMES

- Most common time to complete an internship for academic credit across majors is summer after sophomore or junior year
- However, students can complete internships for academic credit in fall semester, winter term (CAS + COM), spring semester, summer I, and summer II sessions
- Additionally, students can complete an internship as part of their study abroad program or a Study USA program (NYC, LA, CLT, DC)

** internships must coincide with academic semesters **

TIPS FOR INTERNSHIP SEARCH

- Start NOW!
- Treat the search like a class – block time each week to prepare materials, network, send applications, follow up
- Prepare to send many applications
- Track your progress: Internship Directors have a tracking form they can share with students
- Utilize the resources for internship searching, resume writing, and LinkedIn
 - [SPDC](#) (College of Arts and Sciences)
 - [Porter Center](#) (School of Business)
 - [COM](#) (School of Communications, including SPT)

RESOURCES FOR INTERNSHIP SEARCH

- Elon Job Network (EJN)
- LinkedIn + Alumni network
- Elon staff who support internships
 - Internship Directors
 - Career Advisors
 - Corporate and Employer Relations (CER) Team

TUITION COSTS

- During the fall and spring terms, if your student is enrolled in 12-18 credit hours, it is included in standard tuition
- If your student is enrolled in less than 12 or more than 18 credits, consult the Bursar's Office
- Tuition is charged per credit hour in the summer sessions

*** Contact the Bursar's Office with questions ***

INTERNSHIP COURSE HIGHLIGHTS

- Students do not enroll themselves into the internship course on OnTrack, they submit an internship registration form on the Elon Job Network (EJN)
- Students must earn a passing grade in the course and complete the required work hours at their internship to earn academic credit.
- If student does not pass the class or complete the required work hours, they will have to secure a new internship and re-take the course.
- When students complete their internship and pass the course, they will earn 1 or 2 units of ELR (dependent upon the # of enrolled credits)
- Once they start the course, they can not change the number of credits -- choose wisely!

COURSE HIGHLIGHTS CONTINUED



- The course is asynchronous, and all assignments are submitted to Moodle by due dates
- Student earns a letter grade (impacts GPA)
- Requirements:
 - Meet minimum work hours for credits enrolled
 - Submit time verification form w/ supervisor signature
 - Complete course assignments
 - ***You will not earn credit if these are not met***
- ***NOTE: If a student ends their internship early for any reason, they must let the Internship Director know immediately***

CAMPUS ALAMANCE SUMMER INTERNSHIP PROGRAM

- Internship program that partners Elon students with local businesses, non-profit, and government entities in Alamance County
- Offered only in the summer through an application/interview process
- Paid, 8-week summer internships
- Students can earn academic credit and ELR units with these internships

RECENT INTERNSHIP SITES

- 22Squared
- Alamance Dermatology
- Big League Productions
- Guilford County Public Defender's Office
- Imagine Entertainment
- L'Oreal
- MCM Worldwide
- Northrop Grumman
- PwC
- Sonark Media
- The MLB Network
- The Estée Lauder Companies
- Tupperware
- Volvo Group
- Wayfair
- WBAL-TV

NEXT STEPS

- Encourage your student to schedule a meeting with a career advisor or Internship Director in their respective school
 - Can be scheduled for in-person or virtual through the Elon Job Network
- Drop-in hours (during the academic year)
 - College of Arts & Sciences | Monday-Thursday, 11 a.m. – 1 p.m.
 - Love School of Business | Monday-Thursday, 12 – 2 p.m.
 - School of Communications | Monday-Thursday, 2 – 4 p.m.



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