



Department of Digital Media & Journalism  
Department of Communication

Coykendall Science Building- 51 • Phone (845) 257-3450 • Fax (845) 257-3461

## **Internship Guidelines for Organizations Sponsoring Interns**

Internships are meant to benefit both the organization and the intern. While interns can provide a company with valuable services based on the skills they have learned in class, they are doing an internship to experience the application of those skills in a real work environment and to learn new skills that will help them advance in their professions. Sample Student Learning Outcomes are found on page 2 of this document.

The internship site must provide a supervisor who is responsible for signing the Internship Agreement Form that specifies job duties and learning outcomes, for guiding the intern through the internship experience, and for evaluating the student's performance throughout and at the conclusion of the internship.

Interns must work 40 hours for each credit they receive from the college. An intern doing a 3-credit internship therefore must work a total 120 hours during the course of the semester or summer. The intern and the internship supervisor work out how these hours will be distributed, but the hours must be during the academic semester in which credits are earned (academic calendar: <https://www3.newpaltz.edu/calendars/>) Students must be placed in an internship no later than the first week of classes to be registered for that academic semester.

The intern and the internship supervisor sign an Internship Agreement Form, which delineates when the intern is expected to work, what the intern is expected to do and what the intern can expect to learn. During the internship, the supervisor will give feedback to the intern and respond to the college's survey of intern performance.

At the conclusion of the internship, the supervisor fills out an Evaluation form, to be signed by both the supervisor and the intern. The form certifies that the intern has completed the number of hours agreed to and provides the intern with formal feedback from the supervisor. Based on this form, the Department's Internship Director will assign a Satisfactory or Unsatisfactory (S/U) grade to the student.

Please address questions or concerns about the intern or the internship process to

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## **Sample Internship Competencies and Student Learning Outcomes (SLOs)**

### **Specific job-related knowledge**

Demonstrates conceptual knowledge related to the work

### **Specific job-related skills**

Uses specific technical skills related to the work being done

### **Written communication**

Writes in a clear, concise and correct manner

### **Verbal communication**

Speaks in a clear, concise and correct manner

### **Computer/Technology skills**

Increases information literacy through interaction with software, databases, audio/visual technology, and other technologies to perform required tasks

### **Critical thinking**

Evaluates his/her own thinking throughout the steps and processes used in problem solving and decision making

### **Teamwork**

Interacts with others in ways that contribute to effective working relationships and achievement of goal

### **Quality of work**

Performs tasks accurately, effectively, efficiently and pays attention to detail