

Internship Program Overview

At Philadelphia University, students may complete internships without receiving academic credit, or pursue a credit-bearing internship. We encourage all students who are pursuing or completing internships to work with the Career Services Center so we can best support their internship needs and professional development. Likewise, we hope that all employers will partner with the Career Services Center to identify ways to best market their internship opportunities and discover future talent.

Internships are intended to be a professional learning experience, with each position offering a student the opportunity to apply learned classroom skills and to develop as a professional in the field. Students wishing to earn credit for their internship should receive a comprehensive experience which includes: opportunities to be mentored by a professional in the student's respective field or discipline, an extensive view into the company's business units, and an involvement in meaningful projects and challenging responsibilities. Students interning with your organization develop and/or sharpen key professional skills necessary to be considered a viable full-time professional in their particular field or industry, while giving employers 12 weeks to test-drive a potential full-time hire. Additionally, the Career Services Center collaborates with employers to offer a Professional Development workshop series each semester. These sessions strive to engage students in understanding and improving these key professional skills, along with identifying ways to make the most of their internship experience while make lasting contributions to your organization.

Academic Credit Eligibility Requirements

Many Philadelphia University students can choose to earn academic credit for their internships. Typically, students whose degree program supports a credit-bearing internship can earn three or six credits, or obtain transcript notation, if they meet the following eligibility requirements:

- Students must be registered as a full-time student at the University.
- Students must have junior-, senior-, or fifth-year standing with a GPA of 2.5 or higher.
- Qualified graduate students will have completed their first year of study and have a G PA above 3.25.

Students participating in a for-credit internship are registered for a related course, are required to complete graded assignments in relationship to their work with your organization, and are advised by faculty during their work term. Students enrolled in a for-credit internship course are expected to intern between 12-20 hours per week during the 12-week semester. Full-time internship students are required to work 35 hours or more per week.

Listed below are the employer-related activities for Philadelphia University's s internship program for students earning academic credit, highlighting the level of involvement requested of the internship site as part of the student's experience:

- At the beginning of the internship semester, the student is expected to develop "Learning Objectives," or goals, for the period of work experience, and must complete the assignment in collaboration with the internship supervisor.
- At the middle of the semester, if schedules permit the intern's Faculty Internship Advisor, may be in contact to arrange a brief site visit.
- And finally, at the end of the term, an evaluation is sent to the supervisor to evaluate the intern's performance with the company during the internship; the evaluation then becomes part of the student's grade for the internship course.

Career Services Center

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Benefits

There are real benefits to hiring Philadelphia University Interns. Here are a few:

- Internships offer an effective way for companies to identify and train motivated students to fill immediate needs, as well as create a pipeline of talent for a future workforce.
- Employers can seamlessly convert student interns to full-time employees who can be immediately productive, thus the cost-per-hire is significantly decreased.
- Companies are able to assess each student's "fit" with their organization and receive a preview of the student's ability.
- Companies enhance recruitment and retention outcomes; hence, improve their "bottom line."
- New ideas and fresh insights are brought to the company.
- Internships help maintain an on-going positive relationship with the University, which complements the organizational or corporate goals that focus on community involvement.

Internship Recruiting Timeline

Philadelphia University students participate in internships and our internship program throughout the year. Students may, of course, continue to work as an employee of the company after the internship term(s) ends, if desired by the employer and student and with appropriate compensation. To assist you in your recruitment plans, our semester schedule is as follows:

- Fall (late August – mid December)
- Spring (mid January – early April/May)
- Summer (late May – late August)

Best Practices for Internships

Employers, faculty, and students consistently provide us with valuable information related to what makes an internship experience great for them. As you continue to establish and refine your internship program, we'd like to share some best practices (as outlined by the National Association of College and Employers):

- Provide interns with real world projects and work assignments.
- Hold orientation and training sessions for interns.
- Encourage team involvement.
- Invite Career Center staff and faculty to visit interns on-site.
- Have an intern manager or direct supervisor for interns.
- Provide interns with an employee handbook.
- Provide students with mentors in their area of interest (individuals who do not directly supervise their efforts).
- Bring in speakers from your company's executive ranks.
- Conduct focus groups/surveys to measure and evaluate your internship program.
- Showcase interns' work and accomplishment through formal presentations or expos.
- Implement a "reverse" career fair to allow students to showcase their skills and accomplishments to individuals in your organization.
- Offer community service or social events to involve interns with other employees in the company and community.
- Evaluate your intern and provide them with constructive professional feedback.
- Conduct one-on-one exit interviews.
- Provide housing, relocation, or financial compensation where applicable.

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