

Chatham University Internship Program Overview for Internship Sites

Chatham University is committed to supporting career development through experiential learning for our students. To that end, all undergraduates are required to earn at least three academic credits through one or more internships. They may earn as many as 17 academic credits in internships throughout their time at Chatham. Some majors require students to earn more than three academic credits.

How will my company/organization benefit from partnering with Chatham University's internship program?

- Increase name recognition of your company/organization
- Provide your organization with an enthusiastic, ambitious intern who is excited to learn and to contribute to your goals
- Provide the opportunity for your permanent staff to gain supervisory experience
- Allow you to assess the capacities of a potential employee
- Facilitate links between your company and Chatham University for research, teaching, and recruitment

How much time can my intern give me?

Each credit hour equals 40 hours of direct service to your organization over the term. If your intern has registered for three credits, they will give you 120 hours of effort over a 14-week term (fall, spring, summer). Students may also do internships during our three-week Maymester and our two seven-week summer sessions. Students typically seek one or two credits for these shorter terms.

How many credits can a student earn as an intern in my organization?

Students can earn as many as 12 credits for interning in your organization over two terms, but they cannot earn academic credit for time given beyond the second term.

What kind of work can my intern do?

Interns can perform work that is consistent with the position description you provide and the learning objectives they developed in consultation with their faculty supervisor. Because of the academic nature of this experience, tasks that are unrelated to the learning objectives should not exceed 15% of your intern's total effort.

Can I pay a student who is earning credit as an intern for their work in my organization?

Yes, students can be compensated while earning credit, but keep in mind that due to the academic nature of the internship tasks that are unrelated to their learning objectives should not exceed 15% of their effort.

How will students learn about internship opportunities in my organization?

Students will learn about your internship opportunities through:

- Online platform, Handshake. Visit joinhandshake.com to create a company profile and promote internship opportunities
- Targeted e-mail communications to faculty, staff, athletic coaches, and student organizations

Next steps

- Identify a Site Supervisor in your organization who will
 - provide on-site guidance to the intern
 - serve as the point of contact with the Internship Program
- Develop an internship position description that describes the responsibilities and expectations you have for the intern and what your application requirements are
- Once you have selected an intern, discuss the student's learning objectives (three are required) which will have been developed in consultation with their faculty supervisor. Plan tasks or projects that meet the intern's learning objectives
- Sign the Internship Learning Agreement that the student will provide to you and return it to them
- Complete a beginning, midterm, and final online evaluation of the student by the deadlines we provide. You will receive a link to the evaluations via e-mail. The evaluations will be forwarded to the faculty supervisor for advising purposes and for consideration in determining the student's grade for the internship

INTERNSHIP PROGRAM CONTACT

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