

Common Questions About the Rollins Internship Program

How does Career & Life Planning decide whether or not an undergraduate internship can be awarded academic credit?

The internship position description submitted through the on-line posting system, **Jobs for Tars**, is reviewed by our staff to ensure that the internship provides the type of experience described in the *Rollins Internship Criteria*. In general the internship should provide:

- ◆ activities and projects which are professional rather than administrative
- ◆ development of new skills and increasing responsibility
- ◆ an overview of several departments or an in-depth look at one department
- ◆ opportunities to observe and work with professionals, such as observing meetings with staff or clients
- ◆ an on-site supervisor with a professional background in the career field represented by the internship who provides orientation, training, and professional guidance
- ◆ an office space, desk or consistent and designated area for the intern to work while at the site

Do I have to fill out a new Posting Form every term?

No. If your undergraduate internship is one that you anticipate offering more than once, you will have the opportunity to indicate this on the **Jobs for Tars** posting form. We request confirmation of the continuance of the internship annually, but you can make changes more frequently simply by logging into your personal Rollins **Jobs for Tars** account.

If I have several undergraduate internship opportunities available with my organization, should I complete a separate posting form in Jobs for Tars for each internship?

Yes, because different internships within your organization may report to different people, pay differently, and have different job responsibilities, we request that you complete a separate posting form through Jobs for Tars for each internship offered.

Who selects the students for placement in an internship?

The sponsoring organization has the opportunity to select and hire the student who is the best fit for the internship. On the Jobs for Tars posting form, you can specify Application Procedures, such as having students submit resumes and/or cover letters to the identified contact person for your organization. In addition, we can work with you to establish appropriate objective screening criteria that you might want to include in the Desired/Required Qualifications section on the Jobs for Tars posting form, such as prior experience, year in college, or GPA.

What does Rollins require of its student interns receiving academic credit?

At the beginning of each semester, interns will be assigned an internship instructor. This instructor will provide the site supervisor with an e-mail or a letter verifying that the student is receiving academic credit for the internship, along with a course syllabus that details the requirements for earning credit. These requirements include learning objectives, reflective journals, time sheets, and papers. The internship instructor monitors the intern's progress, conducts a site visit, and grants academic credit upon the successful completion of the internship course requirements.

What is involved with the site visit?

Each semester, the internship instructor will visit the local internship sites currently sponsoring a Rollins student earning academic credit. It is the responsibility of the student intern to coordinate the site visit which should include the intern, the site supervisor and the internship instructor. The meeting lasts approximately 30 minutes during which time students' progress in meeting their learning objectives for the internship will be discussed.

For more information about the Rollins Internship Program, please feel free to contact the Center for Career & Life Planning at (407) 646-2195.