

Career Field Experience (Internship) Overview for Organizations

Instructors: Lamark Shaw, MA, Interim Director, lshaw2@daemen.edu
 Tiffany Dillon, MA, Career Advisor, tdillon@daemen.edu
 Michelle Thompson, Employer and Student Relations Coordinator, mthompso@daemen.edu

Course Objectives:

- To enhance academic concepts and core competencies while developing skills and knowledge through practice in the work world
- To increase self-awareness in professional areas through on-the-job training
- To develop and refine skills in organization, planning, and communication
- To become familiar with the work world - including job responsibilities, organizational structures, and career options

Prerequisites:

1. Completion of the Career Field Experience Preparation Course (CFE 97)
2. Minimum GPA requirement (differs by major)
3. Student must have second year status

Academic Credit:

- Every 40 hours of work experience = 1 academic credit hour
- The maximum number of credit hours per semester is 6
- Students must complete all course requirements to receive credit

Role of the Career Services Advisor:

- Coordinate the student's internship experience
- Act as liaison between the student and the organization
- Meet with student at least one time during the semester

Role of the Faculty Project Coordinator:

- Approve CFE course on student's program plan/sign petition
- Meet with the student to discuss and determine project content
- Provide grade for completed project

Role of the Organization:

- Supervise the student on the job
- Provide a meaningful work experience
- Evaluate the student at the conclusion of the experience; worth 25% of student's final letter grade

Placement Limitations: Career Field placements are not permitted in situations where the student is working out of a person's home, or is an immediate relative, an owner, partner, or officer of the organization sponsoring the Career Field Experience. All internship experiences must be approved by Career Services prior to placement.

Handshake: Have you heard about Handshake?! Our FREE online platform allows you to post jobs/internships and gives you access to a resume search system! Register now at <https://app.joinhandshake.com/register>.

CFE Grading

