

DAEMEN COLLEGE CAREER SERVICES ORGANIZATION INTERNSHIP OVERVIEW

Instructors: Maureen Millane, PhD, MBA, Associate Vice President, Office of Community Engagement, Creativity, and Career Development , mmillane@daemen.edu
Lamark Shaw, MA, , Assistant Director, lshaw2@daemen.edu
Ashley Breth, BS, Career Advisor, abreth@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 actual 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

Completion of the Career Field Experience Preparation Course (CFE:97) is a prerequisite. Students must maintain a 2.0 (2.5 in Business and Accounting) cumulative grade point average and have sophomore, junior, or senior status.

Registration and Academic Credit

Consult with the Career Services professionals to discuss your internship options and the registration process. Every 40 hours of work experience is equal to 1 academic credit hour; the maximum number of credit hours per semester is 6.
Students must complete all stated requirements regardless of the number of credits earned.

Role of the Career Services Advisor

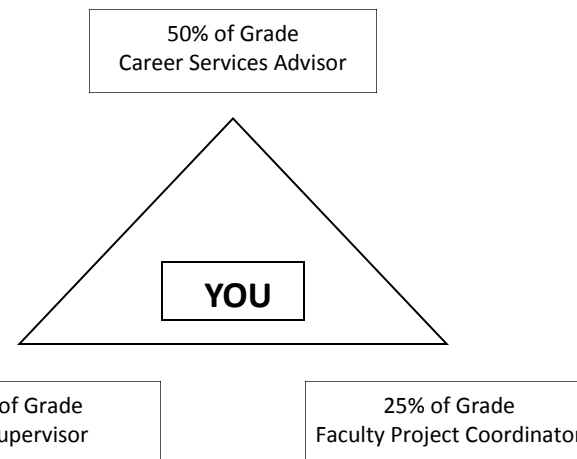
Coordinate the student's internship experience.
Act as liaison between the student and the organization.
Meet with the student at least three times throughout the semester.

Role of the Faculty Project Coordinator

Advise the student with reference to the Internship Project Outline and grade final project.
Meet with the student at least two times throughout the semester.

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.