

## HUXLEY COLLEGE OF THE ENVIRONMENT

### Some Notes on Internships

An internship is one of the options to fulfill a requirement in the Huxley College curriculum. The purpose of an internship is to provide the student a short-term working and learning experience, which is very important and valuable to students who will soon be seeking full-time jobs in a competitive job market.

Today's graduates who are getting jobs are those students who have had job experience. Thus, internships provide a good solution to gaining this job experience.

An internship is a training experience. It is also an opportunity for the student to put classroom theory into practice and integrate this knowledge. The training experience also provides students an opportunity to gain marketable experience/skill in their areas of study.

The intern is expected to take on a responsible role with the sponsoring organization to work under a mentor from the organization, and to use a journal as a means to reflect upon his/her experience. The sponsoring organization benefits when the student's work allows the organization to explore an issue or project for which they might not have the staff time available.

Huxley College maintains a cooperative relationship with the sponsoring organization. For example, a couple of things are generally asked of the sponsoring organization: 1) a brief list from the supervisor outlining the goals of the internship and the organization's expectations of the intern; and 2) upon completion of the internship, a letter evaluating the student's performance. The contact person at Huxley College is the student's adviser. Internships can be paid or on a volunteer basis, depending upon the needs and wishes of the sponsoring organization and the student.

In addition to interns fulfilling their responsibilities within the sponsoring organization, Huxley College expects its student interns to keep a journal and prepare a report concerning their internship. These provide the basis for the student's grade.

Credit is based on the number of hours worked. Thirty (30) hours per week for 10 weeks is equivalent to 10 credits, or the student can work full time (40 hours per week for 7-1/2 weeks for 10 credits. Time to prepare the student's report is not included in the calculation of credit, only the time actually working in the sponsoring organization is used. Fifteen credits of internship will require proportionally more hours worked.