THE NEW SCHOOL

INTERNSHIPS AND GLOBAL EXPERIENCE

LANG COLLEGE INTERNSHIP INFORMATION GUIDE

Important Spring Deadlines

Internship Seminar: 2/5/17
Internship: 3/6/17
Advanced Internship: 3/6/17

Program Guidelines and Description

Internships are an integral part of the educational process. At Eugene Lang College, students can obtain 0-6 credits (based on the level of the particular intern) for an internship experience during the fall, spring, or summer session. Internships are classified as **non-liberal arts elective credit**, and therefore usually do not count toward major requirements. Students who seek to have internship credits counted towards their major must receive written permission to do so from their department chairperson. Credit is awarded for internship hours completed between the start and end dates of each semester for which a student is registered with the program; no retroactive credit for previous hours or experiences will be granted. To begin the process to earn credit for an internship a student will need to submit an Experience Learning Agreement (ELA) through Successlink.

Eligibility
Students must have completed 30 credits by the time of participation.

In order to participate in an internship International students must be approved for curricular or occupational practical training (CPT, OPT). To begin the process for approval international students submit an ELA. Once the ELA is submitted ISSS will review the student's eligibility and issue a new I-20 if the student is eligible to do an internship. For more information regarding this requirement students can contact ISSS at ISS@newschoo.edu.

Payment and Financial Aid
Internship credits for the fall or spring semester that are within a student's maximum credit allowance of 19 are included in the flat tuition rate for that semester. For summer internships, tuition is charged per registered credit. Summer interns who register for 0 credits are responsible for University fees which are approximately $130. Student Financial Services (SFS) can discuss procedures for the summer financial aid application; in general though, students must be registered in at least 6 credits (half-time) with a federal FAFSA application filed.

Internship Sites
The ELC Internship program supports internships with organizations that provide students with appropriate learning opportunities in a safe, supervised environment. Internship sites must meet the following requirements to obtain approval:

- Interns must be supervised by an employee of the organization.
- Interns must be provided with an adequate and safe working station/environment
- Interns must be treated as paraprofessionals in the work place
- Internship supervisors cannot be related to the student intern

Students can obtain internships that are unpaid, offered an hourly wage, or perhaps compensated with a stipend. The type of compensation does not affect approval of a particular internship site. Students can intern for credit and receive compensation.

Internship Program Options

For all program options you will first need to register for an internship and complete an Experience Learning Agreement.

Steps for Registering for an Internship

- Step 1: Go to https://newschool-csm.symplicity.com/
- Step 2: Click the **Student/Alumni** button
- Step 3: Enter your Net ID and Password
- Step 4: Select the **Profile** tab, **Experience**
- Step 5: Click **Add New**
- Step 6: Complete the Questionnaire and submit the requested documentation

Once you have submitted all the required information your Internship will be reviewed. Once approved you will be able to register for the Internship Program.

Internship
0-2 Credits
Graded P/F
No Seminar
The internship allows students to receive formal recognition of an experience on their transcript, anticipating a minimum of 60 on-site internship hours and graded on a pass/fail basis. For this option, participation in a seminar is not required. With the internship option, students may elect either non-credit (60 hours on site) or 1 to 2 credits (60, 120 hours on site) with participation in an online Canvas course. If students choose to participate in the internship they must successfully complete the program to advance to another section in the Internship Program. The non-credit internship notation has no tuition charge associated with it.
Requirements: Experience Learning Agreement, midpoint evaluation, final supervisor evaluation and participation in the online Internship Canvas course.

Internship Seminar
2-4 Credits
Letter Grade A-F
6 Seminar sessions (meets Monday or Thursday evenings)
This option offers variable 2-4 credits, graded with a standard letter A through F. For this option, students attend 6 mandatory internship seminars in addition to the on-site hours worked. For the Internship Seminar, two sections of the program are available (Monday or Thursday), and students may choose the section which fits best with their other time commitments. The primary focus of the seminar is to facilitate discussion of internship experiences, participation in industry panels and other career development, increased awareness of career preparation and clarification, and skills acquisition useful for professional environments (such as networking and negotiating organizational hierarchies).
Requirements: Experience Learning Agreement, 6 seminar sessions (approximately every other week), midpoint evaluation, final evaluation, two journal assignments, one informational interview, and a final written essay. Some periodic contact with the internship seminar instructor may be scheduled as well.

Advanced internship
3-6 Credits
Graded P/F
Biweekly Journal Assignments
The Advanced Internship is offered for variable 3-6 credits, graded on a pass/fail basis. In order to be eligible, students must have successfully completed the Internship Seminar in a previous semester with a satisfactory grade of C or higher. Participation in the advanced option is limited to a one time basis per internship site. Students seeking to continue at an internship site following the successful completion of the Advanced option can submit an ELA for the 0 – 2 Internship option.
Requirements: Experience Learning Agreement, midpoint evaluation, final evaluation, biweekly reflections/journals, one informational interview, and a final summation essay.

Internship Hour Requirements

Credits and Hours

0 credit	Minimum 60 hours on site
1 Credit	Minimum 60 hours on site
2 Credits	120 Hours on site
3 Credits	180 Hours on site
4 Credits	240 Hours on site
5 Credits	300 Hours on site
6 Credits	360 Hours on site

Credit Limitations

Internship	2 Credits
Internship Seminar	4 Credits(6 summer)
Advanced Internship	6 Credits

The maximum number of internship credits a student can earn in an academic year is 8 credits; and the maximum number of credits a student can accumulate over the course of their academic studies is 24.

Internship Program Policies

<u>Length of Internship/Maximum Hours per week – Start and End dates - Number of internships -</u>
For students participating in the Internship Seminar or the Advanced Internship, the duration of the internship must last a minimum of 12 weeks. During the summer session, the internship must last a minimum of 8 weeks. Student's participation in the Internship option need only to meet the 60 hour minimum hour requirement for 0 -1 credit, 120 hours for 2 credits. Students may not intern for more than 35 hours per week. Any hours completed over 35 in a single week will not be counted for program requirements, nor will those additional hours be eligible for use at a later date in the semester. Credit is awarded for internship hours completed between the start and end dates of each semester for which a student is registered with the program; no retroactive credit for previous hours or experiences will be granted. Students can participate in up to two credit bearing internships per semester provided at least one of the internships is registered in the 0-2 internship program.

Seminar Attendance (Internship Seminar Only)

As there are only 6 seminar sessions (5 during the summer session), no absences are allowed for the seminar. Failure to attend one (1) seminar will result in a half grade deduction from the student's grade. Failure to attend two (2) seminars will result in a full grade deduction. Failure to attend three (3) seminars will result in failure for the course, regardless of internship hours accrued. Students arriving more than 5 minutes late are considered late; and two (2) incidents of lateness count as one (1) absence. Once assigned to a seminar section, students must attend the seminar as outlined in the schedule. To ensure accurate attendance records and grading, students cannot alternate between seminar sections.

Assignment Deadlines

For all deadlines, a **48-hour** grace period is possible without penalty. After this period, documents are considered late. Documents submitted late will result in a 3-point deduction per assignment from the overall point score used to calculate your final grade. Documents submitted from students more than one week late will not be accepted.

Exclusive Use of University Email

The New School email account is the official means for communication within the Internship Program. Email sent by the Internship Program routinely contains time-sensitive information, including assignments and evaluation forms. It is expected that students registered in the Internship Program will read and respond to these communications in a timely fashion.

Obtaining an Internship and Registering for the Internship Program

Step 1- Writing the Resume and Cover Letter

Having a well-written resume and cover letter are essential to beginning the internship search process. All students pursuing internships for credit should meet with the Center for Student Success to develop and review their resume and cover letter. To make an appointment with your Career Advisor log onto Starfish and your assigned advisor will appear in your network. You can then chose a time to meet. You can also email us directly at experience@newschool.edu

Step 2- Researching, Identifying, and Applying for Internships

Finding an internship requires a number of different skills including research, networking and writing. As a first step reach out to your professors and friends, your network, and ask them what opportunities or experiences they know of. If there is a company that you have a specific interest in, research it. It is more than likely that they have an internship program you can apply for.

- **To search for an internship using Successlink – follow this link to create an account and access the database** https://newschool-csm.symplicity.com/
- There many good resources on the internet to help you secure an internship. We recommend the following websites to use in your search.

www.ed2010.com
www.internjobs.com
www.internships.com
www.monster.com
www.findspark.com
www.careerbuilder.com
www.internshipprograms.com
www.rsinternships.com
www.idealist.org
www.linkup.com

Listed below are some recent organizations our students have interned at:

American Ballet Theatre
Museum of Art and Design
New York Home Magazine
MTV Networks
Global Youth Action Network
Capitol Records
The New York Post
Marvel Comics
Broadway Dance Theater
Beth Israel Medical Center
Yahoo
Focus Features
Rolling Stones Magazine
New York Magazine
Google
ABC – 20/20 & Primetime
Comedy Central
Conan O'Brien
Fox News
World Policy Institute
The Paris Review
Miramax
Bowery Poetry Club
Epic Records/Sony BMG
CNN–American Morning
Democracy Now
Jimmy Choo
Annie Leibovitz Studio
Spike TV
Time Out New York

Step 3- Registering for Internship Credit

Once you have secured an internship your next step is to register it by completing an Experience Learning Agreement, (ELA) please follow the steps below to complete this process:

- Step 1: Go to https://newschool-csm.symplicity.com/
- Step 2: Click the **Student/Alumni** button
- Step 3: Enter your Net ID and Password
- Step 4: Once on your home page choose Experience Agreement on the right hand column
- Step 5: Click **Add New**
- Step 6: Complete the questionnaire and submit the requested documents

Questions? – Contact the Center for Student Success – experience@newschool.edu