

EUGENE LANG COLLEGE INTERNSHIP PROGRAM

PRE-INTERNSHIP INFORMATIONAL GUIDE

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.

Eligibility

Students must have completed 30 credits by the time of participation, and have a minimum grade point average of 2.5 to be approved for internship credit.

International students must be approved for curricular (or optional) practical training in order to participate in an internship. Information can be obtained from the office of International Student Services, and workshops are offered throughout the semester.

The Internship Program relies on the use of PDF forms for most documents, including time sheets and evaluations. In order to participate in the program, both students and supervisors must have the Adobe Free Reader version 8.0 or above installed (consult with internship program staff about simple conversion procedures if using Mac Preview).

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. 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 a full-time employee
- Interns must work on site for at least 90% of their documented hours
- Interns must be provided with an adequate and safe working station/environment
- Interns must be treated as paraprofessionals in the work place
- Employers must have Adobe Free Reader version 8.0 or above installed to complete time sheets and evaluations for intern's participation
- Employers cannot be related to students

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

Internship Program Options

Externship

0-1 Credits

Graded Pass/Fail

No Seminar

The externship 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 the internship seminar is not required. With the externship, students may elect either noncredit (with no final assignment) or 1 credit (with a final assignment). Program participation is typically limited to two semesters per placement. Students must successfully complete the Externship Program to advance to another section in the Internship Program. The non-credit externship notation has no tuition charge associated with it.

Requirements: internship proposal form, learning goals agreement, midpoint evaluation, final evaluation; and final assignment (one-credit students only)

Internship

1-4 Credits

Letter Grade A-F

6 Seminar sessions

This option offers variable 1-4 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 Internship, 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: internship proposal form, 6 seminar sessions (approximately every other week), learning goals agreement, midpoint evaluation, final evaluation, monthly time sheets, one journal assignment, one informational interview, and a final written essay. Some periodic contact with the internship seminar instructor may be scheduled as well. An evaluation of the site by the student will be accepted, but considered optional.

Advanced internship

1-6 Credits

Graded Pass/Fail

No Seminar

Biweekly Journal Assignments

The Advanced Internship is offered for variable 1-6 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 a proposal for Fieldwork, the Externship 1 credit option or the 0 credit Externship option.

Requirements: internship proposal form, learning agreement, midpoint evaluation, final evaluation, biweekly reflections/journals, one informational interview, and a final summation essay. An evaluation of the site by the student will be accepted, but considered optional.

Fieldwork

1-6 Credits

Letter Grade A-F

Faculty Sponsorship Required

Fieldwork is offered for variable 1-6 credits, with a standard letter grade assigned A through F. In order to be eligible, students must have successfully completed the graded internship in a previous semester with a satisfactory grade of C or higher. For the fieldwork option, students must also identify and work with a faculty member in developing learning goals and outcomes for the experience, which would be academic in orientation with some research expected. The faculty supervisor would assist with development of a reading list and final project, functioning similar to an independent study, with administrative support provided by the Internship Program. Each proposal will be reviewed on an individual basis for approval.

Requirements: internship proposal form, learning agreement approved by faculty supervisor, midpoint evaluation, final evaluation, biweekly reflections/journals, one final project approved by the faculty supervisor, and periodic progress meetings with the faculty member.

Summer Internship Program Options

Summer internships at Lang College are tuition based. All summer internships must last a minimum of eight weeks for inclusion in the Summer Internship Program.

Externship

0-1 Credits Graded Pass/Fail

No Seminar

The externship 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 the internship seminar is not required. With the externship, students may elect either noncredit (with no final assignment) or 1 credit (with a final assignment). Program participation is typically limited to two semesters per placement. Students must successfully complete the Externship Program to advance to another section in the Internship Program. The non-credit externship notation has no tuition charge associated with it.

Requirements: internship proposal form, learning goals agreement, midpoint evaluation, final evaluation; and final assignment (one-credit students only)

NYC Summer Internship

1-6 Credits

Letter Grade A-F

5 Seminar sessions

This option offers variable 1-6 credits, graded with a standard letter A through F. For this option, students attend 5 mandatory internship seminars in addition to the on-site hours worked. The seminar meets on Monday evenings. 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: internship proposal form, 5 seminar sessions (approximately every other week), learning goals agreement, midpoint evaluation, final evaluation, monthly time sheets, one journal assignment, one informational interview, and a final written essay. Some periodic contact with the internship seminar instructor may be scheduled as well. An evaluation of the site by the student will be accepted, but considered optional.

Advanced Summer Internship

1-6 Credits

Graded Pass/Fail

No Seminar

Biweekly Journal Assignments

The Advanced Internship is offered for variable 1-6 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 a proposal for Fieldwork, the Externship 1 credit option or the 0 credit Externship option.

Requirements: internship proposal form, learning agreement, midpoint evaluation, final evaluation, biweekly reflections/journals, one informational interview, and a final summation essay. An evaluation of the site by the student will be accepted, but considered optional.

Distance Learning Summer Internship

1-2 Credits

Graded Pass/Fail

No Seminar

Biweekly Journal Assignments

The Distance Learning Summer Internship is offered for variable 1-2 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.

Requirements: internship proposal form, learning agreement, midpoint evaluation, final evaluation, biweekly reflections/journals, one informational interview, and a final summation essay. An evaluation of the site by the student will be accepted, but considered optional.

Internship Hour Requirements

Credits and Hours

0(Externship) credit	Minimum 60 hours on site
1 Credit	Minimum 60 hours on site
2 Credits	75 Hours on site
3 Credits	115 Hours on site
4 Credits	150 Hours on site
5 Credits	190 Hours on site
6 Credits	225 Hours on site

Credit Limitations

Externship	1 Credit
Internship	4 Credits
Advanced Internship	6 Credits
Fieldwork*	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.

^{*}Fieldwork placements require faculty participation. Students pursuing fieldwork must first successfully complete the Internship with a satisfactory grade of C or higher.

Internship Program Policies

Length of Internship - Maximum Hours per week - Start and End dates

During the fall and spring semesters, 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. 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. Students may begin documenting hours one week prior to the beginning of the semester, provided they have been approved to register in the Internship Program.

Seminar Attendance (for 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 Office of Career Development to develop and review their resume and cover letter.

Step 2- Researching, Identifying, and Applying for Internships

It is important to communicate consistently with the Internship Program Office and the Office of Career Development throughout your internship search. Each department is committed to assisting students through the research and application process.

Here are some bases to cover in the internship search:

• Eugene Lang College Online Internship Database

Visit our site at: http://www.newschool.edu/lang/internships.aspx Click on "Search the Database".

• The Office of Career Development

Visit the site at: http://www.newschool.edu/studentservices/careers/

• Additional Search Engines

<u>www.ed2010.com</u> <u>www.careerbuilder.com</u>

<u>www.internjobs.com</u> <u>www.internshipprograms.com</u>

<u>www.internships.com</u> <u>www.rsinternships.com</u>

<u>www.monster.com</u> <u>www.idealist.org</u>

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

American Ballet Theatre Vanity Fair Vogue Magazine Museum of Art and Design Focus Features Miramax

New York Home Magazine
MTV Networks

Rolling Stones Magazine
Harpers Magazine

Global Youth Action Network

Capitol Records

The New York Post

Comedy Central - The Daily Show

Marvel Comics NBC – Conan O'Brien

Broadway Dance Theater Fox News

Beth Israel Medical Center World Policy Institute Time Out New York

Rolling Stones Magazine
Harpers Magazine
Conde Nast Traveler

Bowery Poetry Club
Epic Records/Sony BMG
CNN–American Morning

Democracy Now Jimmy Choo

Annie Leibovitz Studio

Spike TV

Step 3- Applying for Internship Credit

Once an internship position has been accepted, the student must complete, in collaboration with his/her internship site/supervisor, an Internship Proposal. The Internship Proposal is a PDF form that must be submitted via email. The Proposal form can be downloaded at http://www.newschool.edu/lang/academics.aspx?id=712 (click on the link for "Internship Proposal"). Proposals include detailed information about the internship and required application materials, and must be submitted for approval in advance of the start date. Deadlines for each semester will be posted on proposal materials. *No late submissions will be accepted*.

Once an Internship Proposal is approved, permission will be entered, and students will be allowed to register for the appropriate course option and section.