What is an internship?

“An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.”


“And academic internship is a form of experiential education that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. Students earn academic credit, or there is some other connection to a degree-granting, educational institution. This work/learning arrangement is overseen by a faculty or staff member of an educational institution and by a designated employee of an organization. The internship is usually the length or equivalent of an academic term, may be part-time or full-time, paid or unpaid. An integral component of the experience that distinguishes it from other types of work is one or more forms of structured and deliberate reflection contained within learning agendas or objectives.”

_Formulated by subscribers to the Internship-Net Listserv – May 2010_
Program Overview
The Credit-Based Internship Program at Mount St. Mary’s University works to increase the knowledge, skills, and experiential growth of Mount students as they bridge and expand their academic progress with career preparation and career development needs.

Through this program, Mount St. Mary’s University allows students to earn academic credit for experiences performed on or off campus related to academic and career areas of interest which involve training and responsibilities appropriate for further education. These experiences are designed to provide opportunities to explore career plans, to apply knowledge learned in the classroom and to experience a working environment within the field of a student’s interest. An internship may be full-time or part-time for the duration of a semester, a winter session, or summer. Students may register both paid and unpaid internships for credit.

Undergraduate Student Eligibility
Students who wish to register an internship for academic credit must complete a Learning Agreement Form and meet the following criteria:

1. Meet credit and GPA requirements listed in the table shared here:

<table>
<thead>
<tr>
<th>Amount of Earned Credits</th>
<th>Required Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>45 or more</td>
<td>2.0</td>
</tr>
<tr>
<td>0-44</td>
<td>3.0 and permission from academic department</td>
</tr>
</tbody>
</table>

2. Meet any department internship prerequisites.
3. Not be on academic or disciplinary probation.
4. In addition to the above criteria, students must have successfully completed at least one full-time semester at the Mount prior to the start of the internship experience.
5. Continuing Education and Warriors to Workforce students may register no more than 18 total semester credits during the same time of an internship.
6. If a student does not meet all eligibility criteria, a student may petition the Career Center and the appropriate academic department with just cause and reason for seeking a requirement waiver.

Criteria for Approving an Internship Site
The faculty sponsor and the department chair, in consultation with Career Center staff, evaluate internship and employment possibilities. Job descriptions, knowledge of the work environments, and evidence of educational commitment on the part of the employer form the basis of this evaluation. To approve a particular internship or job for credit, the Career Center and faculty sponsor must be reasonably confident that:

1. The work will provide a considerable learning experience related to academic or career interests.
2. The student will be given meaningful and challenging duties and responsibilities.
3. Supervision on the job will be consistent and ongoing.
4. Dual relationships are not advised, including supervision from a family relative, coach, or faculty sponsor, etc. due to potential conflicts of interest.

Administration of Internship Program
The internship program consists of multiple individuals and roles, including students, site supervisors (employers), faculty sponsors, department chairs, Career Center staff, and academic administration. The responsibilities, expectations, and interactions with these roles include the following:
Administration of Internship Program (Continued)

Student Responsibilities:
The student who enters the internship program to receive credit is responsible for meeting all requirements. These requirements include the following items:

1. **Meet with Career Center staff** as often as needed to discuss interests, identify possible internship opportunities, develop a resume (if needed), or determine suitability of an internship, etc.
2. **Select a faculty sponsor** and submit internship information registration through the following:
   - Meet with the employer (site supervisor) to discuss internship schedule, projects, and other expectations of the student during the internship experience.
   - Meet with the chosen faculty sponsor to discuss learning objectives, specify number of credits to register, and determine assignments/assessment criteria.
   - Plan methods of communication during the internship, as well as meetings or possible site visits by the faculty sponsor during the experience.
   - Obtain all approvals employer, faculty sponsor, department chair, and Career Center.
3. **Submit internship information for registration** by the stated deadline for submission. Credit approval is not final until validation of all registration requirements.
   - Students are recommended to pay careful consideration to the cumulative semester course load and discuss individual circumstances with Career Center staff, the Registrar’s Office, and the Accounting and Finance Office if needed.
4. **Attend an Internship Prep. Session** hosted by the Career Center. This is where the student will receive necessary information and expectations for completing a credit-based internship.
5. **Submit completed and signed work hours log, evaluations, and harassment training module certificate on Handshake.**
6. **Complete internship** along with all assignments or matters specified.

**A student will receive a grade of "F" or "Incomplete" if requirements are not met before the end of the academic semester or session.**

Employer/Site Supervisor Responsibilities:
Credit-based internships would not be possible without the help and assistance from employer partners and internship supervisors who offer internship opportunities, take the time to work with student interns, and provide further experience to increase skills and knowledge development of students. Mount St. Mary’s University values the efforts of these individuals and sets forth the following expectations for internship supervisors.

1. **Agree to participate in the internship program** (signified by Handshake approvals).
2. **Provide the student intern with a challenging and meaningful learning experience** to complement the program of study, which will expand the student’s understanding of the field and work environment.
3. **Assist the student in considering learning objectives** as well as goals set within the internship experience time frame.
4. **Provide the student with any necessary training and supervision** to ensure that learning objectives and appropriate ethical, safe practices are met.
5. **Communicate as needed with Mount St. Mary’s University personnel during the internship**, particularly with Career Center staff and student’s faculty sponsor.
6. **Complete the two required evaluations of the student’s performance** at appropriate midway and end points during the internship.
7. **Reserve the right to discharge the student for just cause after consultation** with Career Center.
9. **Agree not to concurrently act as both a faculty sponsor and site supervisor** for the same student (if supervisor is a Mount St. Mary’s University faculty member).
**Faculty Sponsor Responsibilities:**
The role of the faculty sponsor in maintaining academic excellence is a critical one. All academic courses at the Mount are developed with the expectation that certain goals and objectives will be attained; internship programs are no exception. Although internships are conducted in the field and not in a classroom setting, they are learning activities and a specific part of a student’s total academic experience. In fact, it is not the job itself where credit is earned, but the learning that results from working in the internship.

The Faculty Sponsor will:
1. Serve as a liaison between the student, the department chair, and Career Center staff.
2. Agree not to concurrently supervise the student for an internship (as a site supervisor) and assume the role of faculty sponsor for the same student.
3. Meet with the student to prepare the internship agreement. At minimum, this will include:
   - Establishing learning objectives.
   - Scheduling required progress report meetings (faculty are also encouraged to schedule a site visit).
   - Specifying, in writing, the criteria by which the student’s grade will be determined.
4. Meet with the student at scheduled times while the experience is in progress. The purpose of these meetings is to see that the student’s progress toward completing the stated internship requirements is satisfactory.
5. Review the student’s mid-term and final evaluative forms provided by Career Center staff.
6. Perform the evaluation procedures specified in the internship agreement at the end of the experience and submit a final grade to the Registrar’s Office according to standard procedures.

**Department Chairperson Responsibilities:**
1. Develop criteria for determining which students are eligible to register for internship credits in their department. These criteria will include:
   - The standard eligibility criteria listed in the “Undergraduate Student Eligibility” section of this document.
   - The maximum number of credits that may be counted toward the major.
   - Any other criteria that are deemed necessary to maintain the academic quality and standards appropriate to the discipline, such as prerequisite courses, program objectives, and guidelines for the types of programs that are acceptable for credit in the department.
2. Be responsible for maintaining the academic standards of the programs for which credit is awarded in the department. This will include:
   - Ensuring that an appropriate faculty sponsor has been chosen by the student for each program and will help the student reach his/her learning objectives.
   - Approving the internship agreement prepared by the student, employer, and faculty sponsor.
   - Communicating with Career Center staff when there are issues, questions of appropriateness, or updates to department requirements.

**Career Center staff will:**
1. Maintain a list of potential sites and resources to help students with an internship search.
2. Work with faculty and employers to expand the current list.
3. Assist and advise departments and faculty sponsors as necessary.
4. Develop and maintain the internship learning agreement and all formal program documents.
5. Instruct and inform students about application and registration procedures.
6. Assist students in identifying appropriate positions.
7. Review and approve agreements between students, the university, and employers.
8. Submit all credit information to the Registrar’s Office on a timely basis.
9. Submit to the Human Resources Office a finalized payroll list of faculty sponsors at the end of each semester.

10. Maintain all student internship records.

Registration and Credit Approval Process
For a student to register academic credit for an internship experience, the student must follow the following process:

1. Speak with academic advisor and Career Center about internship plans or considerations.
2. Search, apply for, and obtain an internship experience which has a learning focus aligned towards academic and professional goals. The position can be full- or part-time, paid or unpaid, and should include meaningful goals and objectives. It may have other titles besides internship if there is a learning-orientation to the experience.
3. Discuss with the chosen faculty sponsor the number of credits, how the internship will fit within their academic schedule, and any "Grading Criteria" which the faculty sponsor will assign.
4. The student must submit internship information in the Experiences section of Handshake (https://msmary.joinhandshake.com/experiences/new). A list of necessary information to submit is provided in Appendix B of this document.
5. The Career Center will conduct an initial review to ensure all information is submitted completely and accurately. If no further information or revisions are required, the Career Center will initiate email links to the site supervisor, faculty sponsor, and department chair roles, in turn, to review and approve the internship details.
6. The credit-based internship is not finalized until all necessary information and approvals are complete in Handshake.
7. Upon completion of all approvals, the Registrar's Office will review and complete official course registration if all information is in order. Students are encouraged to check MyMount to view the course registration.
8. Students exceeding normal semester credit hours and registering overload credits (usually a 17 or more credit courseload) must adhere to academic policies and regulations for this course load. Please see the academic catalog for more information (https://catalog.msmary.edu).

Internship Credit and Assessment Guidelines
Guidelines for determining the number of credits that can be earned for an internship experience have been established to ensure that a standard university policy may prevail. As part of this, each academic department has final approval of the number of credits permitted for each internship experience and reserves the right to further limit the number of credits allowed towards major requirements.

A student may earn up to a total of twelve (12) credits for internship experiences. The department chair is also responsible for setting the guidelines on how many credits are allowed to be earned for a major's requirement. Career Center staff will make every effort in guiding students to appropriate internship and academic requirement solutions in tandem with academic advisor and department instructions.

All internships will meet the following criteria:

1. A minimum of forty (40) hours of work with the internship site is required for each credit hour. Additional work hours do not automatically constitute additional credits. There cannot be a reduction in credit if the minimum hour requirement is not met. Instead, a faculty sponsor may allow the student to receive an "Incomplete" until the minimum number of hours are completed or assign a reduced final grade commensurate with the incomplete requirements.
2. The quality and quantity of work to be completed for each credit must be clearly specified by the faculty sponsor. To the extent possible, this should be comparable to the work demand of a regular college course of equal credit value.
3. The range and complexity of the internship work should be consistent with the academic standards expected at the college level.
4. The student will complete and return a Mid-term Student Report at a designated time near the middle of the internship and a Final Student Report at the close of the experience. The site supervisor will also complete a Mid-term Performance Evaluation and a Final Performance Evaluation. Both the Internship Report and the Performance Evaluations will be returned to the Career Center by a set deadline date. Access to these evaluations will then be made to the faculty sponsor to contribute to the overall grading process.

5. Faculty sponsors are asked to be in regular contact with the interns they are sponsoring. The Career Center suggests a weekly or bi-monthly check-in take place either in person or via email or phone. This is to ensure that the student is completing the academic work required as well as to ensure that there is academically-based learning going on during the internship.

6. No credit will be granted retroactively for internship experiences. All arrangements for credit must be completed prior to the start of an internship experience and before the registration deadline date. Credits registered for an internship experience may not be applied to a subsequent semester.

Grading System
Each department will develop its own criteria for assigning grades for internship programs, subject to approval by the Associate Provost. These criteria should include the following:

1. Internships will be processed on a Letter Grade basis.
2. The methods of evaluation to be used, in addition to the required time, student report, and employer evaluation forms listed above, may include oral and written reports, journals, presentations, special projects, final exams, or other appropriate methods.

Internships Outside of a Student’s Major or Minor
Ordinarily, it is expected that internship experiences will involve work related to the student’s major or minor. In cases where the student will benefit from work experience in some other field, the student may apply for such an experience. In this case, the student should meet with a Career Center staff member to discuss the internship plans. Afterwards, Career Center staff and the student will correspond with the academic departments relating to the student’s major and the potential internship experience.

Tuition
Internships for credit are a course, and as such, credits earned through an internship must abide by university requirements for tuition and fees. Credits earned during a regular semester as part of the full-time, sixteen (16) hour maximum are not billed separately. Credits earned in excess of 16 credit hours are billed at the supplemental tuition rate and require permission from the school’s dean (see Overload Credits in Academic Catalog). Summer semester/sessions are distinct terms. All credits earned for this period are billed at the summer term rate and include a comprehensive fee.

Campus Residence
Students carrying 12 or more credits may retain campus residence. Students engaged in internship assignments and living away from the campus are eligible for campus housing the following semester, although specific rooms or apartments cannot be guaranteed. Career Center-approved, credit-based internships requiring a student to be away from campus are a valid condition for contract release. Students participating in a summer internship may apply for housing. For more information concerning housing, please contact the Office of Residence Life.

International Students
F-1 students must speak with their Designated SEVIS Official (DSO) before registering and beginning an internship. Additional resources involving curricular practical training (CPT) and optional practical training (OPT) are available on the Career Center’s SharePoint site, and students are encouraged to also discuss plans or questions with the Career Center.
Undergraduate Internship Course Numbers

(phone numbers begin as 301-447-####)

<table>
<thead>
<tr>
<th>DEPARTMENT / MAJOR</th>
<th>COURSE CODE</th>
<th>DEPARTMENT / MAJOR</th>
<th>COURSE CODE</th>
</tr>
</thead>
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<tr>
<td>Richard J. Bolte, Sr. School of Business (x5396)</td>
<td></td>
<td>College of Liberal Arts (x7435)</td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>ACCT 480</td>
<td>Communication (x5367)</td>
<td>COMM 480</td>
</tr>
<tr>
<td>Business (including business concentrations)</td>
<td>BUS 480</td>
<td>Conflicts, Peace, and Social Justice</td>
<td>CPSJ 480</td>
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<tr>
<td>Economics</td>
<td>ECON 480</td>
<td>English (x5365)</td>
<td>ENGL 480</td>
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<td>Information Systems</td>
<td>IFSY 480</td>
<td>Foreign Language (x5322)</td>
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<td>Sport Management</td>
<td>SPMT 480</td>
<td>French</td>
<td>FREN 480</td>
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<tr>
<td>Entrepreneurship</td>
<td>ESHIP 480</td>
<td>German</td>
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<td></td>
<td></td>
<td>Italian</td>
<td>ITALN 480</td>
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<tr>
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<td>Spanish</td>
<td>SPAN 480</td>
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<td>History (x5375)</td>
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<td>Philosophy (x5368)</td>
<td>PHIL 480</td>
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<td>Cybersecurity</td>
<td>CYBER 492 or 493</td>
<td>Political Science (x5374)</td>
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<td>DATA 492 or 493</td>
<td>International Studies</td>
<td>IS 480</td>
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<tr>
<td>Mathematics</td>
<td>MATH 492 or 493</td>
<td>Philosophy, Political Science, Economics</td>
<td>PPE 480</td>
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<td>PSYCH 480</td>
<td>Political Science</td>
<td>PSCI 480</td>
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<tr>
<td>Science (x5376)</td>
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<td>Sociology (x5373)</td>
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<tr>
<td>Biology</td>
<td>BIOL 480</td>
<td>Criminal Justice</td>
<td>CJUST 480</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM 480</td>
<td>Human Services</td>
<td>HSRV 300 / HSRV 400</td>
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<tr>
<td>Environmental Studies</td>
<td>BIOL 480</td>
<td>Sociology</td>
<td>SOC 480</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>BIOL 480, PSYCH 480, or SOC 480</td>
<td>Theology (x5370)</td>
<td>THEOL 480</td>
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<td>Visual and Performing Arts (x5308)</td>
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<td>FAAR 480</td>
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<td>Music</td>
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<tr>
<td></td>
<td></td>
<td>Theatre</td>
<td>FATH 480</td>
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</tbody>
</table>

Please visit [https://directory.msmary.edu](https://directory.msmary.edu) or inquire with the academic department for department chair information.
Appendix A
List of Internship Information Required for Credit Registration

It is important students know what will be expected of them, as well as what they can expect, from their internship site and academic department before beginning a credit-based internship. Having this foundational information is used to help ensure a structured and meaningful learning experience. The full Credit-Based Internship Program’s Policies and Guidelines are available at https://msmary.edu/internships.

Students are encouraged to discuss and confirm the plans and expectations of the internship together with their site supervisor and faculty sponsor in addition to preparing the below information. Faculty sponsors are usually a student’s academic advisor, the designated faculty member who oversees credit-based internships in the department, or a faculty member of their choosing from their academic department.

- Semester or term of internship
- Duration of internship: Start Date to End Date (ideally, this aligns with the term’s dates)
- Type of Internship (multiple options may apply: Off-Campus, On-Campus, Virtual)
- Anticipated Average Number of Internship Hours Per Week
- Internship Course Number (corresponds with academic department – see Academic Catalog or Credit-Based Internship Program Policies and Guidelines for full list)
- Number of Internship Credits Being Registered (40 internship hours required per academic credit)
- Employer Name
- Employer Website URL
- Mailing Address of Employer
- Job/Internship Title
- Compensation (Paid or Unpaid)
- Site Supervisor Name
- Site Supervisor Title
- Site Supervisor Email Address
- Site Supervisor Phone Number
- Site Supervisor Approval (can be obtained after submitting information on Handshake)
- Faculty Sponsor Name
- Faculty Sponsor’s Academic Department
- Faculty Sponsor Email Address
- Faculty Sponsor Approval (can be obtained after submitting information on Handshake)
- Department Chair Name
- Department Chair Email Address
- Department Chair Approval (can be obtained after submitting information on Handshake)
- Internship Responsibilities, Projects, and Tasks (can attach job description on Handshake)
- Learning Goals and Objectives (guide available to assist in creating these goals/objectives)
Appendix B
Establishing Learning Goals and Objectives with an Internship

The main hallmark of an internship is its learning focus within experiential education. Students are encouraged to take the lead in establishing learning goals (aspirations for accumulated skills and knowledge) and learning objectives (specific, measurable means to assess if goals have been met). A student can communicate and co-create these items with a site supervisor and faculty sponsor, though faculty sponsors need these items established before internship registration.

The information provided here is meant to provide some support to a student in establishing learning goals and objectives in preparation for an upcoming internship experience.

Example Learning Goals:
• Improve written communication skills.
• Enhance project management abilities.
• Examine challenges and problem-solving issues in the [name of field] field.
• Increase technological and software ability.
• Obtain knowledge regularly utilized within the [insert name of field] field.

Example Learning Objectives:
The learner will be able to:
• Recognize the different tools and equipment used by the office, and articulate their use and significance in patient care.
• Summarize and explain the typical intake process between the office and a new patient.
• Recite the proper names for the different parts of the spine.
• Identify the role of a patient’s treatment plan and articulate the different parts of a plan.

The learner will be able to:
• Demonstrate increased familiarity and skill with Adobe Creative Cloud programs, specifically InDesign.
• Identify the different parts and elements of an organizational budget.
• Properly archive historic materials using appropriate and approved methods.
• Comprehend developmental theory and strategies used while instructing underprivileged youth.

The learner will be able to:
• Propose marketing strategies in alignment of company values and goals.
• Organize office resources to enhance efficiency.

Additional Resources from other sources:
https://www.ursinus.edu/live/files/114-writing-learning-objectives
Goals, Objectives, and Learning Outcomes Video - https://youtu.be/g_Xm5lljYKQ
Taxonomies of Learning (Harvard | The Derek Bok Center for Teaching and Learning) https://docs.google.com/document/d/122lDEhK_2wVLvrfTEs4ENWfIwOGcV3p6NM7KZyj151A/edit
Appendix C

Items During the Internship
- Reminders and Tips
- Harassment Training Module Instructions
- Work Hours Log

INTERNSHIP REMINDERS AND TIPS

Professionalism/Timeliness
- Report to your internship on the days and hours agreed upon with your site supervisor. Please ensure you either have a regular work schedule or a planned out work schedule in which your site supervisor has record.
- Call your internship site if you will be late or absent, and check with your supervisor in advance if you need time off. Have a good sense of what policies the organization has for illnesses, inclement weather, etc.
- Document your internship hours on the Work Hours Log daily.
- Each academic credit is represented by a minimum of forty (40) internship work hours (e.g. students earning 3 credits need to accumulate at least 120 hours for the semester). Do not simply stop working because you may have met the minimum required hours. Also, additional credit cannot be guaranteed for additional hours worked. If there is any chance you want to register additional credit, speak with Career Center staff as soon as possible.

Professionalism in the Workplace
- Dress appropriately. Ensure that you understand the dress requirements of the office. When unsure of dress requirements, wear attire which might be considered slightly more professional than expected. Otherwise, respectfully ask your site supervisor of what is appropriate.
- Try to be flexible. Don’t be afraid to take unexpected tasks occasionally or do extra work if necessary. However, speak with Career Center staff, your site supervisor, or your faculty sponsor if you believe it is straying too far from your primary goals and internship objectives.

Academic Assignments for the Mount
- You can view your academic internship assignments in your Handshake experience within your faculty sponsor approval section. Make sure you understand what your faculty sponsor is expecting and submit these assignments based on their instructions.
- Complete mid-internship and final reports to the Career Center by the dates they are due. The completion link will be sent to your email at least eight business days before each item is due. Please email your work hours log to the Career Center at the end of the internship and by the last day of classes.
- Meet with your faculty sponsor if requested, exercise good communication, and update him/her of your progress on a regular basis.
- Keep samples of your work and a journal of what you have accomplished and learned each day (even if this is not assigned by your faculty sponsor).
- If you are having difficulty meeting your objectives, immediately inform Career Center staff, your faculty sponsor, and your internship site supervisor of the issue so that an appropriate solution might be considered.
- Establish a working relationship with other employees and individuals at your site.
• Communicate with your supervisor regularly, discuss problems or challenges, and ask for feedback on your performance. Do not hesitate to initiate this conversation.
• Check email at least once per day, especially for any internship-related communications.

**Safety**

• Personal safety at the internship (and outside of it, too) is of the utmost importance. Many employers will have risk management plans or procedures for you to learn, but many employers might not have these in place, either. Please ask your internship site appropriate safety-related questions.

• Be prepared for various emergency and disaster situations which may range from weather-related considerations (snow or other storms/inclement weather) to domestic terrorism. It’s wishful thinking that “something won’t happen to me.” As much as we’ll hope for the best, it’s good to plan for situations which will require an emergency response. Below are links to the emergency and disaster preparedness website ready.gov, including one relating to an active shooter scenario. All interns are recommended to visit these websites and consider ways to stay safe or respond appropriately in an emergency situation.
  o [https://www.ready.gov/](https://www.ready.gov/)

• Remember to complete your harassment training module and submit proof of completion.

**Ending the Internship Well**

• Consider requesting your site supervisor or faculty sponsor as a reference, or see if your supervisor will write a letter of recommendation. “The Right and Wrong Way to Ask Someone to be a Reference” [https://www.themuse.com/advice/the-right-and-wrong-way-to-as…](https://www.themuse.com/advice/the-right-and-wrong-way-to-ask-someone-to-be-a-reference)

• Write a professional and brief thank you to your site supervisor and others at your internship site that played a role in your internship experience. It is difficult to know when an internship could lead to a full-time job offer. It is always beneficial to say goodbye on good terms.

Mount St. Mary’s University

Online Sexual Harassment and Discrimination Training Program for Employees and Students
Effective July 1, 2017

In conjunction with our Mount St. Mary’s University “Standards of Ethical Conduct” and in partnership with United Educators (UE), we are pleased to offer online sexual harassment & discrimination and sexual misconduct training courses to comply with our legal and ethical requirements to the community. We are committed to providing a safe learning, working, and living environment that is free from violence and unlawful discrimination and harassment. As part of that commitment, Mount St. Mary’s University asks that all staff, faculty, administrators, and students complete the online training course(s) below.

The intent of these programs is to provide us with the necessary tools to deal with issues that intend to jeopardize our core values of integrity and mutual respect for all.

How to Access EduRisk Learning Portal:
1. To begin training, select the appropriate Learning Path below:
   • MSMaryStudent: https://learn.ue.org/T51EY891167/MSMaryStudent
2. Complete the registration process.
   a. Enter your first name, last name, and email address before clicking Register.
   b. You will receive a welcome email with your username and a temporary password.
   c. Follow the link in the email to sign on.
   d. You will be prompted to:
      i. Enter your temporary password
      ii. Create a new password
      iii. Create and answer a security question
3. Once you are logged in, select course image and click on Launch to begin the module. Be sure to complete all courses assigned to you.
4. A history of your completed courses is available in “My Completions.” You will also receive an email containing a link to your completion certificate, upon successful completion of the course. Please upload your completion certificate to Handshake.
5. 24/7 Online Help Support Available. Please consider using the EduRisk support page or contact information for additional assistance.

ONLINE TRAINING COURSES

Show Some Respect! Prevent Harassment (for STUDENTS ONLY)
This course will walk you through the characteristics of respectful relationships. It also shares tips on how to report harassing behaviors involving fellow students.
Duration: 30 minutes

Workplace Harassment Prevention Fundamentals (for Staff/Faculty/Administrator)
Explore various facets of workplace harassment prevention through multiple scenarios, clear explanations, and creative knowledge checks.
Duration: 45-50 minutes

Mosaic: Prevent Discrimination and Harassment (for Supervisors)
Along with your institution, each of us plays a part in preventing discrimination and harassment. This course covers the basics, including scenarios designed to help you navigate common trouble areas.
Duration: 45 minutes

Mosaic: Prevent Discrimination and Harassment (Faculty/Staff)
Duration: 40 minutes

Protecting Children from Sexual Misconduct (for Staff/Faculty/Administrators)
How can we keep the children in our care safe? This course offers scenarios based on real-life cases to help you recognize, prevent, and report sexual misconduct.
Duration: 40 minutes

Mosaic: Prevent Sexual Violence Together (for Staff/Faculty/Administrators) – formerly Campus SaVE Act
Sexual violence, intimate partner violence, and stalking disrupt and diminish your campus community. This course examines concrete, common-sense ways to fight back, including recognizing, reporting, and preventing these offenses.
Duration: 45 minutes
Work Hours Log
Completed by Intern

Due: Final Day of Classes or Assigned Final Due Date

Intern: 
Faculty Sponsor: 
Site: 
Site Supervisor: 

Please maintain a daily log of your work hours (attach additional sheets if necessary)

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*Important: A minimum of 40 hours work is required for each academic credit earned.*

Total Hours Worked: _______ / 40 hrs. per credit

Site Supervisor’s Signature ___________________________ Date ________________

Intern’s Signature ___________________________ Date ________________