

PNC Office of Career Development

Internship Program STUDENT PACKET

**PNC Office of Career Development
LSF Building
Dean of Students Office – LSF 103
219-785-5319
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Your successful job search starts here

PNC Office of Career Development Internship Program Program Introduction

The PNC Office of Career Development Internship Program is a voluntary cooperative education program. The Internship is a career development concept that involves placing students in off-campus work assignments. The work assignments are part-time for one semester or summer with approved employers. The work assignment is closely related to the student's course of study and his/her professional goals. It must also contribute to the objectives of the participating employer.

Upon completion of an assignment, eligible students may earn academic credit. Participating students must be in good academic standing at the University (have and maintain at least a 2.7/4.0 GPA). Students must also have faculty approval and supervision to be awarded academic credit. The faculty sponsor will assign the grade.

Employer Eligibility and Responsibilities

The participating employer agrees to employ the student for a specified period to be agreed upon prior to the start of the Internship unless earlier termination is agreed upon by the employer, student, and University. The employer is required to provide the University with an approved position description detailing the student's responsibilities. In addition, the employer is asked to complete evaluation forms on the student's performance periodically during the course of the assignment.

Participating employers interview and select the students they desire to employ. Progress during the work assignment is monitored to assure maximum satisfaction for both the employer and the student. The student's capability and performance, as well as the program features, are evaluated on an on-going basis by both the employer and the student.

Benefits to the Employer

1. Provides a low-cost training program.
2. Students return to Purdue University North Central as goodwill ambassadors for the company.
3. Creates a pool of potential permanent employees who, through the Internship experience, have demonstrated their abilities.
4. Offers the opportunity to preview the potential of some of the country's best students before making a commitment for permanent employment.

Benefits to the student

1. An opportunity to realistically test career objectives.
2. An opportunity to gain a competitive edge and become more marketable upon graduation.
3. An opportunity to develop good professional work habits.
4. An opportunity to improve verbal and written skills.
5. An opportunity to alter individual weaknesses.
6. An opportunity to make a smoother transition into full-time employment.

Benefits to the University

1. Promotes positive relationships with the business community.
2. Affords a meaningful education for its students.
3. Provides student feedback which can affect curriculum change.
4. Equips students to be more employable upon graduation, thereby creating satisfied alumni.

PNC Office of Career Development Internship Program Student Guidelines

1. To be eligible for the Internship Program, you must
 - have completed 50% of your major classes
 - be in good academic standing, having and maintaining at least a 2.7 GPA
 - receive a written recommendation from a full-time faculty member in your degree program
 - receive approval from your academic advisor

If you meet these requirements, complete the Student Recommendation Form, and submit it, along with a copy of your current résumé, to Allison Thomas, Assistant Director, PNC Office of Career Development, Dean of Students Office - LSF 103, phone (219)785-5319, fax (219) 785-5544, e-mail ckurmis@pnc.edu. If you need help writing a résumé, make an appointment with D. Carol Kurmis by contacting Linda Neulieb phone at (219) 785-54230, or via e-mail at lnulieb@pnc.edu

2. If you do not have an internship position secured, the career development office will assist you with locating a suitable position. To begin looking for internship positions, you should register on the PNC Career Services on-line job listing and résumé referral system, which can be accessed via the career services website at www.collegecentral.com/pnc.
3. Internship credit can not be awarded for a job you are currently doing unless your employer gives you additional responsibilities above and beyond your normal work duties. Faculty in your degree program have final say with regards to whether or not a position is eligible for internship credit.
4. Applying to the Internship Program does not guarantee your participation in it. Although you meet all requirements for program participation, a suitable internship may not be located for you, or, after interviewing with a potential employer, you may not be selected. Just as in any employment situation, the employer has the final say with regard to hiring.
5. To be eligible to receive internship credit, you are responsible for ensuring that all required paperwork and approvals be submitted to the career development office no later than **the second Friday of the semester** in which you hope to receive credit.
6. In order to receive academic credit for an internship, you must be registered for an internship class, and must pay for that class just as you pay for any other class you take at PNC. Academic credit cannot be awarded for Interns for Indiana internships.
7. You will be required to work a minimum of 15 hours per week during a fall or spring semester, or a minimum of 20 hours per week for a summer semester (for a total of 240 hours in either case) to earn 3 credits.
8. Internship evaluation will be based on the following:
 - Two self-evaluations, a daily log, a final report, and any other work required by your Faculty Internship Coordinator
 - The evaluation of your performance by your direct supervisor
 - The Faculty Internship Coordinator's evaluation of your performance

**PNC Office of Career Development Internship Program
Student Recommendation Form**

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| <p>STUDENT SECTION</p> | <p>NAME: _____ SS#: _____</p> <p>DEGREE: _____ MAJOR: _____</p> <p>SEMESTER FOR INTERNSHIP: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Year _____</p> <p>I have reviewed all the requirements for the Internship Program course for my section. I understand failure to comply with the requirements would jeopardize my earning credit for the course.</p> <hr/> <p>Signature of Student _____ Date _____</p> |
| <p>ACADEMIC ADVISOR SECTION</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Student has taken all prerequisite courses and has completed 50% of his/her major classes.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Student GPA is at least 2.7/4.0.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Internship course will be applied as elective credit.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Student is recommended for the Internship Program.</p> <hr/> <p>Signature of Academic Advisor _____ Date _____</p> |
| <p>FACULTY RECOMMENDATION SECTION</p> | <p>How do you know this student? (class, advisor, etc.)</p> <p>Please explain why you feel this student is ready to represent PNC in an internship.</p> <hr/> <p>Signature of Full-time Faculty Member _____ Date _____</p> |
| <p>FACULTY INTERNSHIP COORDINATOR SECTION</p> | <p>I agree to serve as the Faculty Internship Coordinator for the above student. I understand this requires providing guidance and direction to the student and assigning a final grade based on established criteria.</p> <hr/> <p>Signature of Faculty Internship Coordinator _____ Date _____</p> |