Student Responsibilities

Internship/Clinical Observation - Search Procedures

All students can be successful in their search for an internship/clinical observation opportunity; however the success rate improves dramatically when they do the following:

Where to Start (1 year in advance)
1. Decide what type of experience you are interested in completing. Consider how this experience will help you with your career goals for after graduation.

2. Consult with your faculty advisor to discuss how the internship/clinical observation fits into your academic plan and semester schedule. Identify who will be your faculty sponsor for the experience.

3. Have your resume and cover letter reviewed by a Career Services staff member and discuss your internship/clinical observation goals.

The Search (1 semester – 1 year in advance)
4. Utilize connections through LEC and Career Services by checking the weekly Hot Jobs and Internships – even when you are not in the market for an internship/clinical observation, you may be able to reach out to set one up for the upcoming semester. It’s never too early to start building connections. You can access resources for your internship/clinical observation search on the Career Services web site: www.lec.edu/career/internships

5. Create a target list of organizations you would be interested in working for. Do research to see if they have established internship/clinical observation programs, what time of year they accept applications. Even if they do not have a designated program posted, they may still take interns/student observers. Find a person to reach out to and discuss what opportunities are available and what you have to offer.

6. Utilize your network to find connections and opportunities. Think of your network of the 5 F’s: Friends, Family, Faculty, Foundations, and Fellow peers & alumni.

7. Attend an Internship/Job Fair - check with Career Services to see when these upcoming events are. Even if internships/clinical observation are not posted, it is a good opportunity for networking and inquiring about future opportunities.

After Search (Semester prior- deadline)
8. Once you have identified an internship/clinical observation options meet with your faculty advisor and sponsor.
9. Contact employer to secure internship/clinical observation by phone and/or email.

10. The student must meet with their faculty sponsor to determine their academic activities and how they will be assessed on their experience prior to the faculty member approving the experience. These assessments may include employer assessments, journals, written or oral research reports, presentations, examinations, class/seminar attendance, or any other academic activity deemed appropriate by the supervising faculty sponsor. Then follow the Registration Procedures below.

11. Determine your schedule and hours with your employer. Be sure to remind your employer of mid-term and final evaluations.

12. Additional assistance and tips for searching, interviewing, and professional communication is available in the Office of Career Services.

**Registration Procedures**

13. Students are responsible for completing and obtaining the proper signatures (See Appendix D) and returning all documentation to the Registrar’s Office to receive final approval from academic Dean(s) prior to the start of the work opportunity.

14. Students must register for all academic experiential education courses by the course registration deadline for the semester in which they are completing their experience.

15. The Registrar will not accept student registration for any internship/clinical observation courses without the proper paperwork with all necessary documentation and signatures.

**Quick Checklist:**

- With your Site Supervisor: Determine weekly schedule, responsibilities and project requirements. Discuss organization policies and supervisor expectations. Complete Section 2 of Application together and provide a job description. (see page 18 for example)

- With your Faculty Sponsor: Set learning goals, determine the content and timing of academic activities, and establish a means for academic assessment. Complete Section 3 of Application together.

- Complete Application – submit to the Registrar’s Office for Dean’s signature with copy of resume and job description.
Out-of-State or Out-of-Country Opportunities

Students may receive internship opportunities requiring that they live away from home or their residence hall. In these instances, it is essential that the office of Career Services & Internships and the faculty sponsor maintain communication with the student and the employer via phone and/or e-mail. While a site visit may not be possible, a virtual site visit may be arranged via conference call. Out-of-state/out of country internships do not preclude any other internship procedures.

Students seeking to complete an internship overseas may need to follow a different procedure. Overseas internships taken as part of a course of study at a foreign institution with credit awarded by that institution fall under the host school’s policies. As such, students do not need to clear the internship through the normal channels at Lake Erie College; as with any other overseas course, they need to clear the material with their advisor, the Office of International Programs, and the Registrar’s Office. Such internships will simply transfer back to Lake Erie as transfer credit. Students should however, make sure that the details of what is covered by the internship, the contact hours, and other pertinent information are available for review by these offices, to ensure that proper credit is awarded for the experience, and that the internship meets Lake Erie College’s requirements for internships for a given major.

Overseas internships taken as a distance learning experience with credit awarded by Lake Erie College follow the same general procedures as any other internship, and will be governed by the policies outlined in the Lake Erie College Internship handbook. Students should follow the normal procedures associated with the internship process for Lake Erie. Students may also be taking non-internship classes at an overseas institution during this time, resulting in a split registration; again, the Office of International Programs and the Registrar’s Office need to know this.

In both cases, students planning an overseas experience for academic purposes need to go through the Office of International Programs to complete liability paperwork, applications, etc., as well as for information pertaining to practical travel tips.

On-Site Requirements (during the internship/clinical observation)
The student is responsible for representing Lake Erie College in a professional manner. This can be accomplished when the student adopts the following guidelines:

- Report to the workplace on time and when scheduled;
- Dress professionally. (If unsure what this means, ask);
- Be polite, professional and cooperative with all team members;
- Show initiative; set goals and prioritize;
- Observe confidentiality;
- Be aware of office politics and avoid office gossip; and
- Learn everything possible about the position and the worksite.
Academic Requirements

- The student must meet with their faculty sponsor to determine their academic activities and how they will be assessed on their experience prior to the faculty member approving the experience. These assessments may include employer assessments, journals, written or oral research reports, presentations, examinations, class/seminar attendance, or any other academic activity deemed appropriate by the supervising faculty sponsor.

- The student will contact her/his faculty sponsor throughout the internship/clinical observation to discuss progress toward attaining learning goals and completion of academic activities.

- The student will communicate all problems that arise during the internship/clinical observation to their faculty sponsor and/or the office of Career Services & Internships.

- The student will submit the appropriate evaluation form (see page 3, “documents needed”) to the office of Career Services & Internships by the published deadlines.

Involuntary Termination from the Internship/Clinical Observation Site

Any student who is terminated from (see “Employer Responsibilities-Dismissal Procedures” page 13) the site during the course of the semester and prior to completing the required hours, must have the situation evaluated by the Academic Standards Committee to determine the academic disposition and/or resolution of the case.

Voluntary Termination Without College Approval

As stated in the internship/clinical observation program definition found at the beginning of this guide, the experiential learning experience is an academic relationship between the student, faculty sponsor, office of Career Services & Internships and the employer. Because of this fact, students are highly discouraged from severing the relationship with the employer prior to the completion of the required hours. Students with concerns about their internships/clinical observations must address them immediately with the faculty sponsor and the office of Career Services & Internships.