**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 skill development in a professional setting.
- An important element that distinguishes an internship from a part-time job or volunteer position is that an intentional plan is established prior to the start date that includes learning objectives, observation, reflection, evaluation and assessment.
- The experience is generally the length of a semester, may be part-time or full-time, paid or unpaid.
- **Students typically work 10 hours a week and earn approximately one credit for every 40 hours worked. Internships are typically 1 to 4 credits or 40 to 120 hours.**
- If students elect to earn credit for internships, the learning is assessed by a faculty member designated from the academic department within students’ declared major.

**WHO IS INVOLVED AND WHAT IS THEIR ROLE?**

**The site supervisor** verifies the responsibilities of interns and encourages meaningful activities for students. Supervisors are knowledgeable professionals who offer expertise in interns’ work area. Supervisors become mentors responsible for orienting, guiding and evaluating interns. Site supervisors also assess interns’ progress and performance during the final evaluation.

**The student intern** plays the most important role because internships are self-directed learning experiences. The student is responsible for developing goals, applying, interviewing, preparing the course proposal and meeting the performance objectives outlined in the position description. Student interns are also responsible for ensuring that their site supervisors complete and submit evaluations. They also preserve the confidentiality of any information they encounter at their internship site and adhere to any ethical standards of the profession.

**The faculty internship advisor** is an Augustana professor who facilitates the selection of students, approves of students’ learning objectives and who evaluates students’ learning by assigning a final grade. The faculty coordinator provides guidance, feedback and support throughout the experience.

**Career Services** supports students and supervisors throughout the internship by assisting with the hiring process, providing guidance with regard to registration procedures and answering any questions about internship policies.
**WHAT IS REQUIRED OF ME, THE SITE SUPERVISOR?**

- You will post the position (see more below)
- Choose your student intern
- Meet with the intern and their faculty internship advisor
- Supervise the student during their internship
- Complete a Performance Review Form (provided) and meet with the faculty internship advisor at the end of the internship

**TO POST YOUR POSITION:**

To provide equal access for all students, Augustana recommends that all internships be advertised through the Career/Success Center. To do so, simply contact us at 605-274-4127 or career@augie.edu and we will post your position for you.

**LEGAL CONSIDERATIONS:**

- Students cannot sign hold-harmless agreements without Augustana’s professional consultation.
- Interns who are paid are considered employees of your organization and must be covered by your Workers’ Compensation policy.
- Any re-disclosure of internship candidate/intern information is prohibited without the intern’s express written consent.
- Internship employers must subscribe to EEOC guidelines established by Federal and state law. Employers cannot unlawfully discriminate in the selection of individuals on the basis of race, color, national origin, gender, disability, sexual orientation, religion or veteran status. The college will not tolerate acts of sexual harassment.

**ADDITIONAL RESOURCES:**

We are eager to provide ongoing support and individual consultation. Please contact us to discuss your unique internship needs.

Student Success Center
Augustana College
2001 S. Summit Avenue
Sioux Falls, SD  57197
605-274-4127
career@augie.edu

If you wish to contact specific academic departments, the contact person is listed below.

<table>
<thead>
<tr>
<th>Area</th>
<th>Contact Person</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Shelly Gardner</td>
<td><a href="mailto:shelly.gardner@augie.edu">shelly.gardner@augie.edu</a></td>
<td>605.274.5318</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Shelly Gardner</td>
<td><a href="mailto:shelly.gardner@augie.edu">shelly.gardner@augie.edu</a></td>
<td>605.274.5318</td>
</tr>
<tr>
<td>Communication Studies</td>
<td>Michael Nitz</td>
<td><a href="mailto:michael.nitz@augie.edu">michael.nitz@augie.edu</a></td>
<td>605.274.5474</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Marcia Entwistle</td>
<td><a href="mailto:marcia.entwistle@augie.edu">marcia.entwistle@augie.edu</a></td>
<td>605.274.5495</td>
</tr>
<tr>
<td>Economics</td>
<td>David Sorenson</td>
<td><a href="mailto:david.sorenson@augie.edu">david.sorenson@augie.edu</a></td>
<td>605.274.5223</td>
</tr>
<tr>
<td>English/Journalism</td>
<td>Janet Blank-Libra</td>
<td><a href="mailto:janet.blank-libra@augie.edu">janet.blank-libra@augie.edu</a></td>
<td>605.274.5436</td>
</tr>
<tr>
<td>Communication Disorders</td>
<td>Karen Mahan</td>
<td><a href="mailto:karen.mahan@augie.edu">karen.mahan@augie.edu</a></td>
<td>605.274.4624</td>
</tr>
</tbody>
</table>