

**High Point University**  
**The MA CBL Internship**  
**A Step by Step Process for Obtaining and Completing Your Internship**  
**(11-3-20)**

**Internships and Purpose**

According to the National Association of Colleges and Employers (NACE), “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.”

Internships are an excellent way for students to gain real world experience, network in their desired field, build their resume, and ultimately explore and launch a rewarding career.

The MACBL internship provides students the opportunity to complete a meaningful career-oriented work experience in a variety of professional organizational settings. The supervised internship experience requires students to balance both their professional worksite responsibilities and their academic course responsibilities in effectively completing the masters level internship.

MA CBL students have two options when gaining internship experience:

- an off-campus internship opportunity with either a for profit or not for profit organization.
- an on-campus internship opportunity with either an academic or business unit of the University.

**Eligibility:**

Internship applicants must be full-time, MA CBL degree seeking HPU students in good academic and disciplinary standing.

**Requirements:**

MA CBL students must complete **40 on-site work hours per academic credit** and may apply for internships in the increments of 1 or 2 credit hours. Internships must be completed face to face, on-site, but for Spring 2021, may also be virtual.

Internships must coincide with either the fall, spring or summer semesters of their MA CBL class schedule.

MA CBL internships are graded internships. Students embarking on such an internship should understand that balancing and completing both the professional and academic requirements of the internship are fundamental to successful completion of the internship.

## Responsibilities

The [HPU Internship Responsibility Agreement](#) details the internship responsibilities for each party involved. For additional clarification, please reach out to Faith Cochran at [fcochran@highpoint.edu](mailto:fcochran@highpoint.edu).

Internship Site Supervisors are also required to complete the following as part of overseeing the internship:

- [Midterm Evaluation Form](#)
- [Final Evaluation Form](#)
- We strongly encourage Site Supervisors to have a face-to-face meeting with the student to discuss their midterm evaluation form and final evaluation form, in addition to completing the online form.

## Your Process

### Preparation:

- 1) Sign-up and attend the required MACBL Internship Overview Session in advance of planning and creating your internship. You'll get an overview of the process in planning for and then completing an internship, a look into how to develop the learning goals you want to pursue, and how internship success might be defined, and then finally, why assessments along the way are needed to help HPU determine how your internship is proceeding.
- 2) Next research possible organizations with which you might wish to create an internship. (Use can use "Purple Briefcase" to research possible internship opportunities.)
- 3) Revise your resume. (You can use "Purple Briefcase" for a number of things, including updating your resume, reviewing or creating your LinkedIn profile, cleaning up your Social Media, creating a professional voicemail.)
- 4) Develop a preliminary list of learning goals you wish to accomplish through an internship. What new sets of skills and professional behaviors do you hope to develop through your internship experience? Do your candidate organizations seem to have needs that might fit with such an internship?
- 5) Prepare written queries to introduce yourself and ask to meet/arrange an in-person meeting.
- 6) Download a word docx copy of the Internship Course Site Guide from the MA CBL Application Process webpage.
- 7) Prepare yourself for your meeting. Have you determined how you will dress for success? Do you know enough about the company? The possible opportunity? Do you have a list of questions to ask? Have you considered how you and your skill set might help the organization? Why you should be chosen? Have you reviewed the information on the MACBL Course Site Guide? Do you have a copy to share and an extra copy of your resume to take to the meeting? Have you listed a more formalized list of your learning goals in the Site Guide?

## Meetings:

- 1) Meet with possible organizational candidates to determine internship possibilities. What are they looking for in an intern? What are you hoping to discover/develop through the internship (your preliminary learning goals)? As an intern, how can you help the organization in the day to day work they need to accomplish?
- 2) Using the Site Guide, share with them the items HPU requires in order to provide credit for your internship: an acceptable job description, a list of job responsibilities, a list of your learning goals, a work schedule, the HPU Internship Responsibility Agreement (signed). Review with them that as a part of overseeing the internship they will complete a mid-term and final evaluation of your efforts. Let the site supervisor know that at the end of each week, you will provide them a weekly time sheet that must be signed off on before you submit it to HPU.

## Confirming the Internship with the Employer:

- 3) If it appears an internship is possible, work with your future internship supervisor to confirm or develop a list of duties (the job description and list of job responsibilities for your internship). Out of this list of duties, review how your hopes (learning goals) meets with the organization's needs. Work with your site supervisor to revise your list of learning goals. List the job description, job responsibilities and learning goals in the Site Guide.
- 4) Then confirm/develop a preliminary work schedule. In preparing a work schedule, HPU requires 40 hours of on-site work for a one-credit hour internship and 80 hours of on-site work for a two-credit hour internship. List the work schedule in the Site Guide, too.
- 5) To bring things all together, review the **HPU Internship Responsibility Agreement** with your site supervisor. This agreement details the internship responsibilities for each party involved. Both of you must sign the agreement. This signed agreement works as your official offer from the site to HPU. An internship will not be possible without this agreement. For additional clarification, please reach out to Faith Cochran at [fcochran@highpoint.edu](mailto:fcochran@highpoint.edu).
- 6) Leave a copy of the Internship Site Guide and Internship Responsibility Agreement with your site supervisor. The Site Guide should now include a copy of your job description, job responsibilities, your learning goals, your work schedule and stapled to it, the signed HPU Internship Responsibility Agreement. You should also have copies of these materials to use in your HPU internship application.

### **HPU application and approvals:**

- 7) Out of this meeting (or meetings), you should now have the materials you need to complete your internship application, but first:
- 8) Next meet with your Internship Instructor to review your learning objectives, job description, work schedule and obtain his/her approval (provide a copy of the completed Site Guide).
- 9) Send a nice follow-up letter or email to your new internship site supervisor. Offer your thanks and appreciation for their time and for your opportunity. Tell them you've met with your internship instructor and reconfirm you are looking forward to embarking on the internship.
- 10) Schedule an internship for credit meeting with Faith Cochran, Assistant Director of Internships, by clicking here <https://www.timetap.com/book/BOOKHPUOOCAPD> .
- 11) Meet with Faith Cochran (Group Webex Sessions are held Tuesday's at 4 pm in December and early January. Confirm your internship meets HPU requirements. She'll get you trained on the "Purple Briefcase" Internship Software.
- 12) Complete your "Purple Briefcase" application.
- 13) E-mail Mrs. Cochran to confirm your application is complete. With both Instructor approval and Mrs. Cochran's approval, she will then get you registered for the course: CBL-5011 (1 credit), CBL-5012 (2 credits).
- 14) Call your site supervisor and set an official start date to begin work.

### **The Internship and Internship Course:**

- 1) Once registered for the course, students start their official syllabus, using the Site Guide and Course Syllabus as guides to successfully complete their internship.
- 2) Students complete your weekly on-site work schedule. Demonstrate how you can shine in your employer's eyes.
- 3) Complete the weekly Purple Briefcase time sheets (after your site supervisor has signed off on each). Full instructions can be found here: <http://www.highpoint.edu/careerinternships/internships-for-credit/#tab3> .
- 4) Complete the assessment reflections and other assignments as indicated in the Internship class syllabus.
- 5) Attend the three in person/virtual Internship class meetings with the Internship Instructor to share your experience and to ask questions).
- 6) You and your on-site supervisor will individually complete both your mid-term and final evaluation. While preferable that you also meet in a face to face session for the evaluations, it is not required.

- 7) Prepare your end of semester poster symposium materials and present them at the internship symposium to a public.
- 8) Follow-up with your organization: at the minimum, send your on-site supervisor a “thank you for the opportunity and for the experience” letter.
- 9) Add internship materials to your LinkedIn on-line presence that you think useful and valuable to your job-search.

**Title XI Statement:**

High Point University will not tolerate any form of discrimination, nor harassment including sexual violence and sexual harassment. This includes such acts that may occur at an internship workplace. For further information and guidance, please view High Point University's Sexual Harassment in the Workplace resources here- <http://www.highpoint.edu/title-ix/sexual-harassment-in-the-workplace/>