Here’s your chance to make Connecticut College CONNections

The Connecticut College Internship Guidelines for Employer-Sponsors

CELS Internships Mission and Goals
The Connecticut College CELS Internship Program is designed to provide eligible students with meaningful opportunities to apply and test the skills and knowledge of the liberal arts in the world of work through funded internships during the summer following the junior year. Intended to have transformative impact on students’ intellectual, professional, and personal development, the internship program will provide opportunities for students to experience first-hand the application of the theories, methods, and content of their academic and co-curricular experiences to the professional worlds that await them. Goals of the internship program include:

- Fostering an explicit understanding of the relevance, applicability, and adaptability of the liberal arts education to the demands of the professional world;
- Deepening academic skills through their application in the workplace;
- Augmenting academically acquired skills with basic profession-related skills not usually acquired in the classroom;
- Providing an arena for self-reflection and knowledge; enhancing career- and self-confidence; clarifying career goals;
- Strengthening job search and/or graduate/professional school qualifications, thereby facilitating successful post-baccalaureate transitions; and,
- Fostering the acquisition of such career and life-planning skills as career goal articulation and exploration; translation of academic knowledge and skills into those of the chosen profession; utilization of a skill-portfolio approach to life-long career development.

Tips on how to provide a substantive internship
1. Plan the position prior to the intern’s arrival. If possible, ask the student for their internship learning objectives statement and incorporate them into the position when outlining the job description.
2. Provide the intern with a supervisor who will be available and easily accessible.
3. Set realistic goals, outline projects and expectations. Review goals and expectations with the intern.
4. Provide adequate training.
5. Provide the intern with opportunities to observe professionals in action and participate in staff meetings.
6. Provide the intern with substantive and challenging tasks with a minimum of clerical duties.
7. Provide the intern with a suitable workspace.
8. Meet regularly with the intern to answer questions, review progress and provide feedback.
9. If possible, allow the intern to participate in appropriate professional development opportunities.
10. Encourage and provide opportunities for intern to read professional journals and company literature.
11. Provide a written evaluation of the intern’s performance. Recognize contributions and make suggestions for improvement.

CELS Internship Requirements:
- the internship must consist of 300 hours of work at the internship site
- the internship must be supervised by someone at the internship site
- students must present documentation that they have secured the internship at the time of application. Students will submit the sponsor confirmation forms (see enclosed sponsor confirmation form) to their sponsors once they have secured the internship. The sponsor confirmation form must be signed by the internship sponsor and must include the following information:
  - signed confirmation of the internship
  - statement of the stipend (if any) that will be provided
  - name and contact information of intern supervisor
  - outline of the type of work the student will be doing
  - description of the type of supervision they will receive
- The sponsor will also be asked to submit an evaluation of the intern by October 1 following the internship summer.

Questions? Please contact:
Deborah Dreher, Director of CELS and Funded Internships or Christine Terry, Director of Funded Internships
Office of Career Enhancing Life Skills
Connecticut College
270 Mohegan Avenue, New London, CT 06320-4196
Phone: 860-439-2004 Fax: 860-439-2280 Email: cmter@conncoll.edu
Thank you for your interest in sponsoring a Connecticut College student for an internship position with your organization. Please complete this form and fax it to Christine Terry, Director of Funded Internships at 860-439-2280 and send an email to cmter@conncoll.edu to notify her of your interest.

ORGANIZATION INFORMATION

Organization Name: ________________________________________________________________

Organization Address: ____________________________________________________________

Phone: __________________________ Fax: __________________________

URL: __________________________

Description of Organization: _______________________________________________________

Internship Contact Name: _________________________________________________________

Contact Email: __________________________

Length of Internship _____________________________________________________________

From __________________________ To __________________________ Interns are required to work 300 hours

Does your organization provide a stipend (i.e., wages)? __________________________

If yes, approximate amount __________________________

Please give an internship description, outlining tasks as well as qualification required for the position (description may be attached)

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Please indicate if you need: Resume, Cover Letter, Writing Sample, References, Transcripts, etc.

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CC Alum: Yes___ No___ If Yes, Class Year_____ Parent: Yes___ No___

Please contact Christine Terry, Director of Funded Internships, if you have any questions: 860-439-2004, cmter@conncoll.edu