



# INTERNSHIPS



## Co-Curricular Internship Process: Application for ExEL Units

### What is an Internship at NSU?

---

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. Through an internship experience you will gain valuable skills, make connections in your field, and receive mentorship and guidance from professionals in the workplace.

### What are the Internship Criteria?

---

Nova Southeastern University has adopted the (NACE) <https://www.naceweb.org/> criteria for defining a quality internship.

Seven Criteria for Identifying an Internship:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals

#### **INTERNSHIP CHECKLIST:**

- Request Internship on Handshake
- Upload Offer Letter & Job Description
- Upload Signed Internship Liability Waiver
  - Record Internship Hours
- Complete Mid-Point Check in with Career Advisor
  - Submit Portfolium Final Reflection Project
  - Upload Signed Hours Log
- Complete Post-Internship Career Advising Appointment and Assessment

## Steps for Requesting a New ExEL Internship on Handshake

---

### Step 1:

Log in to Handshake ( [www.nova.edu/handshake](http://www.nova.edu/handshake) ) using your NSU username and password.

### Step 2:

Navigate to the Experiences page by clicking the Career Center drop-down menu.

### Step 3:

Click Request a New Experience in the top right corner. Select your Edge Advisor or Career Advisor as well as the internship semester. Then, fill out the required information about your internship site. Internship information required:

- Organization Name, Phone Number, Email Address (Can be the same as supervisor's contact)
- Supervisor/Contact's Name, Title, Phone Number, Email Address
- Internship Role information (job title, start date, approximate end date)

**Please note: If you are on an F-1 Visa, you are required to complete the CPT Form (<https://www.nova.edu/internationalaffairs/students/forms/index.html>)**

### Step 4:

Once you click Request Experience, you will be directed to your Experiences page, where you will see the details of the experience you just submitted. Click on *View Details* to submit additional required information.

### Step 5:

Upload your Internship Offer Letter or Email to the Experience by clicking New Attachment. Once an attachment is uploaded, it will be visible above the New Attachment button.

An offer letter on official company letterhead or a PDF of an official email from your internship site that includes:

- Internship Supervisor's information (Name, Job Title, Phone, and Email)
- Start Date/End Date/Hours (Must indicate a minimum of 80 hours on site to qualify for two (2) ExEL units)

**Please note: students completing an internship for ExEL units may work no more than 20 hours per week at their internship site during school semesters, and up to 40 hours per week during school breaks.**

- Internship Location – full street address, city, state, & zip code (Internships must take place at commercial location to be eligible for ExEL Units). Virtual internships may be approved.
- A brief description of the tasks and projects in which you will be participating in as an intern (This information may be included in the offer letter or in a separate job description)

### Step 6:

Upload your signed Internship Liability Waiver to the Experience by clicking New Attachment. Once an attachment is uploaded, it will be visible above the New Attachment button.

**Once the items above have been reviewed, verified, and approved, your Career Advisor/Edge Advisor will notify you that you are cleared to begin your internship experience.**

# Requirements Once Your Co-Curricular Internship Experience has been Approved

---

## Record your Internship Hours

You must complete at least 80 hours for two (2) ExEL Units. You may work up to 20 hours per week during school semesters, and up to 40 hours per week during school breaks.

- Log your hours on the Hours Log form (contained in this packet) each time you work at your internship site
- Have your supervisor sign off each week to verify the hours and work you've completed

## Mid-Point Check-in with your Career Advisor/Edge Advisor

Your Career Advisor/Edge Advisor will check-in with you over email around the mid-point of your internship experience to see how it has been going, learn about what you have been working on, help you address any challenges you have encountered, and to collect feedback about your internship site. You are more than welcome to schedule an appointment with your Career Advisor/Edge Advisor with your internship.

## Final Steps Required to Earn ExEL Units:

### Item 1: Completed Hours Form

Submit your completed and signed Hours Form(s) via Handshake no later than four weeks after the end date of your internship as indicated in your offer letter.

To upload Hours Form(s):

- Log in to Handshake at <https://nova.joinhandshake.com> using your NSU username and password
- Click on Career Center (top right corner), and then click Experiences
- Click View Details on your current internship experience
- Click New Attachment (left side of page) to upload your completed Hours Form

### Item 2: Final Reflection Activity

Reflection is a key component of learning and personal development. As part of the ExEL Internship Process, you will complete a reflection project to document your internship experience and reflect on how this experience will help you in your future career. (See Appendix B for Reflection Project guidelines)

Once completed, upload your Reflection Project to Portfolium no later than four weeks after the end date of your internship as indicated in your offer letter.

### Item 3: Internship Assessment

You will receive an email from Handshake close to the end of your internship asking you to evaluate your experience.

### Item 4: Final Co-Curricular Internship Reflection Meeting

At the conclusion of your internship you will schedule and participate in a final reflection meeting with your Career Advisor/Edge Advisor who will discuss your internship experience with you, help you add it to your resume, and gather feedback about your experience. Your feedback plays an important role in the success of the Co-Curricular ExEL Internship program.

**All ExEL Internship requirements need to be completed by the following dates:**

**Summer 2021 Semester: Friday August 13, 2021** (units posted by Friday August 27, 2021)

**Fall 2021 Semester: Friday December 10, 2021** (units posted by Friday December 24, 2021)

**Winter/Spring 2022 Semester: Friday April 29, 2022** (units posted by Friday May 13, 2022)

**Summer 2022 Semester: Friday August 12, 2022** (units posted by Friday August 26, 2022)

## Internship Hours Log & Project Notes

---

Week #: \_\_\_\_\_

Date	Time In	Time Out	Hours
<b>Total Hours for the Week:</b>			
<b>Notes:</b>			
<b>Supervisor's Signature:</b>			

Week #: \_\_\_\_\_

Date	Time In	Time Out	Hours
<b>Total Hours for the Week:</b>			
<b>Notes:</b>			
<b>Supervisor's Signature:</b>			

Week #: \_\_\_\_\_

Date	Time In	Time Out	Hours
<b>Total Hours for the Week:</b>			
<b>Notes:</b>			
<b>Supervisor's Signature:</b>			

## Final Reflection Project

---

In your final project, you will reflect on your entire experience working at your internship site. You should develop a presentation (using PowerPoint, Prezi, Keynote, or another presentation program) that addresses the following information:

### A. Organization/Program

Include a brief overview of the organization/program you interned with. Identify the organization's goals and mission, and why you chose to complete an internship experience at this site. Describe changes in your perception of the organization during the experience. What original assumptions have been challenged? In what ways has your understanding deepened?

### B. Academic Connections

In what ways has this experience related to what you have learned in the classroom? What are the connections between this experience and the knowledge you have gained from your academic work?

### C. Personal Development

Describe the skills you acquired or polished during this experience. Comment on your personal growth, and how this experience affected your strengths and weaknesses. How does this experience relate to your future?

### D. Evaluation

Summarize your overall experience in a final slide.

To receive full credit for your Final Reflection Presentation, you must upload it to your [Portfolio](#) and include (1) hashtag **#NSUHiredAShark** and (2) For Skills, Tools or Software include the keyword Professional Development. This presentation project will serve as a visual way to show future employers and graduate programs what you learned and what skills you gained during your internship experience.

With that in mind here are some tips:

- Include visuals. If you have photos/videos of your time at your internship, or samples of your work that can be included, do so. It's always more impactful to show what you've been working on.
- Be creative! Think outside the box and present the information in captivating, interesting ways. You can choose to use animations, photos, videos or other media to demonstrate your learning.
- Think about your skills. Beyond the actual projects you worked on, what are some of the valuable skills you gained during your internship? Think about what skills might be needed in your future career and showcase them!