

## College of Liberal Arts & Sciences

### Internship Course Description

Bradley's centralized Cooperative Education and Internship Program provides a dynamic plan for professional development that effectively integrates classroom theory with career-related work experience. The program is available to students in all five colleges of the university.

Registered internships are monitored and recognized by the University. Courses are officially noted on the student's transcript. Registered interns conduct reflective learning assignments to complement their work experience.

### Reasons Students may Seek Career Related Work Experience

- Clarify career options.
- Obtain exposure to the "real world" of work and network with professionals.
- Realize increased job opportunities.

### Benefits of Registering an Internship

- Maintain full-time student status.
- Monitored and recognized by the University.
- Establish clear learning goals.
- Access to resources on Professional Skills for the Workplace.
- Possible credit towards graduation.
- Notation on your transcript.
- Eligible to apply for certain awards.

### Internship Assignments:

#### Meet with your Career Advisor for assistance

- Complete Student Agreement Forms.
- Submit Pre-Evaluations.
- Create a Goals Statement.
- Review resources on Sakai.
- Submit a Post-Evaluation.
- Reflect on skills gained in a Reflection Paper.

### Internship Registration Requirements

- Minimum of **sophomore standing** at the start of the work assignment.
- Minimum cumulative **2.0 grade point average** at Bradley.
- Must work a minimum of **80 hours** during an academic semester/summer.
- Registered work assignments must have the consent of your Career Advisor and/or Co-op/Intern Faculty Advisor.
- Registration in appropriate internship course.
- Zero credit option is available; credit varies.
- Registration must take place in the semester/summer of the actual internship.

### Additional Program Policies

- While on a full-time internship or cooperative education assignment, a student is considered to have full-time student status, making normal progress toward a degree and is entitled to all student privileges at the University.
- A student must be registered for a minimum of 3 hours of non-co-op/intern credit or be on a full-time assignment.
- A work assignment or credit cannot be approved retroactively.
- Students may take the internship course for 0-9 credits, dependent upon hours worked.
- Students apply directly to internship employers.

### Program Options

- The **part-time option** allows students to attend classes at Bradley while working part-time with a local employer.
- The **full-time option** allows students to work full-time during an academic semester or summer with a local or out of area employer.

Visit the Smith Career Center online at [bradley.edu/scc](http://bradley.edu/scc) for more information or call (309) 677-2510 to schedule an appointment with your Career Advisor.

### Hints for Conducting a Successful Internship Search

- Meet with your Career Advisor for assistance.
- Start your internship search early.
- Attend internship information sessions and other job search workshops.
- Prepare a resume and have it critiqued utilizing the Smith Career Center's services.
- Make use of online resources through the Smith Career Center website (bradley.edu/scc/students).
- Utilize multiple strategies for locating job leads (e.g. Bradley netWORK job listings, job fairs, campus recruiters, job search sites, company websites).
- Research employers of interest.
- Submit applications.
- Attend Bradley job and internship fairs.
- Follow-up and network with employers.

### Ethics in Your Job Search

- Maintain accuracy and honesty on all application materials.
- Arrive early for scheduled interviews.
- Accept/reject offer in a timely manner.
- Never renege on acceptances.
- Demonstrate professionalism in all interactions.
- Review *Principles for Professional Conduct* on the Smith Career Center website.

### Student Work Schedules

Work assignments correspond to the academic calendar.

- **August – December/January** (fall semester)
- **January Interim** (3 week work assignment)
- **January – May** (spring semester)
- **May – August** (summer)

### Registration and Monitoring Responsibilities

#### Bradley Student

- Registers for appropriate co-op/intern course at beginning of each work assignment.
- Completes *Pre-evaluation* for each assignment.
- Meets with supervisor to complete *Goals Statement* at beginning of each assignment.
- Completes *Final Evaluation* and writes *Reflection Paper* at end of each assignment.

#### Bradley University

- Registers student for co-op/intern course.
- Monitors student progress.
- Provides student and employer with program deadline dates and final evaluation materials.
- Performs midpoint check-in with employers.
- Assigns grade (Pass/Fail).

#### Employer/Supervisor

- Assigns supervisor.
- Supervises and evaluates student.
- Identifies meaningful and challenging work; establishes expectations.
- Meets with student to complete *Goals Statement* at beginning of work assignment.
- Responds to *Midpoint Check-in*.
- Completes *Student Performance Evaluation* at end of each work assignment.

### Why do Employers Hire Co-op or Intern Students?

- Obtain qualified workers to assist during peak periods or with special projects.
- Fill part-time positions with progressive and eager workers.
- Gain visibility on campus as student workers become “ambassadors” for intern employers.
- Use as a recruitment tool for full-time positions.



Meet with your Career Advisor to learn more.  
Call (309) 677-2510 for an appointment.