

Manufacturer & Business Association

IMPACT

2018

EXPLORING **SUCCESS STRATEGIES** FOR
INTERNSHIPS — HOW TO ESTABLISH
A WORLD-CLASS PROGRAM



MERCYHURST

UNIVERSITY

Internship Contacts:

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Niche Programs

Intelligence Studies, Bachelor of Arts

Business & Competitive Intelligence, Bachelor of Arts

Dance, Bachelor of Arts, Bachelor of Fine Arts

Music/Music Therapy/ Music Education, Bachelor of Arts, Bachelor of Music

Fashion Merchandising, Bachelor of Science

Hospitality Management, Bachelor of Arts

Athletic Training, Bachelor of Science

Cyber Security, Bachelor of Arts

Applied Forensic Science, Bachelor of Science

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Majors:

Accounting
Anthropology/Archaeology
Applied Forensic Sciences
Applied Sociology
Art Education
Art Therapy
Athletic Training
Biochemistry
Bioinformatics
Biology
Business and Competitive Intelligence
Business Economics
Catholic Studies
Chemistry
Communication
Criminal Justice
Cyber Security (coming soon)
Dance
Data Science (coming soon)
Early Childhood Education
Early Childhood/Special Education
Education, Secondary (4+1)
English
Environmental Science Exercise Science
Fashion Merchandising
Finance
French
French or Spanish Education
French Education
Geology
Graphic Design

History
History Education (4+1)
Hospitality Management
Human Resource Management
Information Technology
Intelligence Studies
Interior Architecture and Design
International Business
Liberal Studies
Management
Marketing
Mathematics
Music
Music Composition Music Education
Music Performance
Music Therapy
Nursing (RN to BSN)
Philosophy
Physics
Political Science
Psychology
Public Health
Religious Studies
Risk Management
Russian Studies
Social Work
Spanish
Sport Business Management
Sports Medicine
Studio Art
Sustainability Studies



1. Internship Checklist: We will have our students fill out this form as the Mercyhurst University official paperwork that will authorize an internship.



**MERCYHURST
UNIVERSITY**

Internship Learning Agreement

Name _____

Mercyhurst Address _____

Major _____ **Hours Working Per Week** _____

Internship Title _____ **Total Hours Anticipated** _____

Organization Name _____

Organization Address _____

Site Supervisor _____

Supervisor Email _____

Supervisor Phone Number _____

Salary _____ **Number of Credits for Internship** _____

Internship Credits Earned to Date _____

Internship for Credit: Academic Department _____ Course Number _____

Internship for No Credit

Proposed Learning Goals – What do you hope to learn from taking on this Internship?

Be as specific as possible. Write your learning goals using phrases such as “I will learn..., I will gain an understanding of..., I will increase my ability to”. These statements should be descriptions of what you will learn; not a list of your internship activities. They may include such diverse learning outcomes as increased knowledge about the type of employer, enhanced professional skills, additional professional behaviors and knowledge, greater understanding of the issues facing professionals in the field or in the industry, additional ability to apply theory to practice in your field, increased knowledge of entry-level professional opportunities in the field, etc.

Plan’s for Meeting Internship Goals – How will this specific internship experience help you meet your desired goals?

Using the active voice, describe the activities involved in your internship experience as related to your aforementioned learning goals. For instance, “I will observe..., I will research..., I will teach...”. Include projects that will help you reach your aforementioned learning goals.

Assessment of Learning Goals – How will you assess your learning in each of these areas?

Your learning can be documented in a number of forms including reflective papers about your observations and your growth, journal entries, conferences with your supervisor and/or faculty adviser, research data you collect, presentations on your experience to your classmates, faculty or work colleagues, portfolio of materials you worked on or developed including press releases, research reports, summaries of meetings, websites, PowerPoints or other electronic documents.

I agree that these learning goals, internship activities, and assessments are appropriate for this internship experience.

Signature of Intern: _____

Date - _____

Signature of Career Counselor: _____

Date - _____

Signature of On-Site Supervisor: _____

Date - _____

Signature of Faculty Adviser: _____

Date - _____

(Required for internships that are earning academic credit)