



Here's your chance to make Connecticut College CONNections

The Connecticut College CONNections Funded 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 profession-related skills not usually acquired in the classroom;
- Providing an arena for self-reflection; 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

Internship Guidelines for Sponsors: 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.

CONNections Internship Requirements

- The internship must consist of at least 320 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 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.



CONNECTICUT COLLEGE INTERNSHIP PROGRAM REGISTRATION FORM

Thank you for your interest in sponsoring a Connecticut College student for an internship position with your organization. Please complete this form and fax to Deborah Dreher, Associate Dean and Director of Funded Internships, at (860) 439-2280, and send an email to deborah.dreher@conncoll.edu to notify her of your interest.

I. ORGANIZATION INFORMATION

Organization Name

Organization Address

Phone

Fax

URL

Description of Organization

Proposed Internship Department(s)

Internship Contact Name

Contact email

Contact Phone

**Are you an alumna/us of Connecticut College?
If yes, Class year**

Or, were you referred to our program by an alumna/us of Connecticut College?

II. INTERNSHIP INFORMATION

Internship semester (you may select more than one)

_____ **Fall Semester** (Sept.-mid Dec.)

_____ **Spring Semester** (late Jan.-early May)

_____ **Summer** (mid May-mid August)

_____ **Full academic year** (Sept.-May)

Approximate length of internship

- a. Number of weeks:

- b. Hours per week:

Will your organization provide a stipend?

If yes, approximate amount

Internship Description

Please include an internship description outlining the tasks the intern will perform, as well as the qualifications required for the position. You may simply attach a description.

Internship Application Information

Please indicate:

- 1.) The types of materials you would like to receive from applicants to this internship (IE: Resume, Cover Letter, Writing Sample, References, Transcripts, etc.);
- 2.) Whether you prefer to receive hard copies or have students send the materials via email;
- 3.) The person to whom the materials should be sent; and
- 4.) Application deadline(s)

NOTE: If you prefer, you may work directly with Cynthia Love, Associate Director, CELS, who can collect the materials from applicants and mail a package directly to you by the application deadline. Please indicate this preference in this section of the form.