

# HOLLINS

U N I V E R S I T Y

## Guide to Getting a Great Internship

Internship Information, Instructions, and Paperwork



# Instructions for Finding the Internship You Want

- **Start early in the semester.** If you plan to study abroad in the fall or will be off campus before the start of January Term, set up your internship immediately. Provide the registrar's office with copies of your paperwork before you leave the country.
- **Select a faculty advisor** who will be available during Short Term. Your internship will be registered under the department of your faculty sponsor (i.e. if your sponsor is a member of the biology department, your internship will be listed as BIOL).
- **Attend internship orientation meetings:**

September 15, 2009	Goodwin Private Dining Room	12:30 - 1:30 pm
September 17, 2009	Goodwin Private Dining Room	4:00 - 5:00 pm
October 6, 2009	Goodwin Private Dining Room	5:30 - 6:30 pm
- **Contact potential internship supervisors.** Provide them with "The Memo to Potential Internship Supervisors," from Jeanine Stewart, vice president for academic affairs.
- **Fill out the Short Term Agreement Form**, which must be reviewed and completed with your internship site supervisor, faculty sponsor, and academic advisor. All three must sign this form.

*F1 International Students are required to obtain the signature of the director of international programs on the completed agreement forms before they may register.*
- **Provide your supervisor with the Intern Evaluation Form** when you begin work in January. Ask your supervisor to review the evaluation with you at the end of your January internship.

# A Little Extra Help!

## **Need help finding an internship?**

Check out the registrar's Web site at [www1.hollins.edu/Registrar/registrar.htm](http://www1.hollins.edu/Registrar/registrar.htm) and look through the internship information in the academic catalog. The Career Center site on [my.hollins.edu](http://my.hollins.edu) offers general and specialized databases of internships. HUCareers on the Experience eRecruiting Web site lists internships all over the United States. The Career Center library also houses print resources and internship information filed by field and location. Consult your advisor!

## **Need help requesting an internship?**

To learn how to write an appropriate letter or to make a phone call requesting an internship, see the sample cover letter.

## **Need housing?**

Read alumnae housing policy and House Guest Etiquette Rules.

## **Need funding?**

Check out the Hobbie Trust Grant Fund. Additional information is on the Sources of Funding page in this packet.

## **Questions?**

Review the guidelines and description of our internship program in the academic catalog. Talk with your faculty sponsor, academic advisor, or come by the Career Center. Never hesitate to ask a question if you are confused or unsure.

# Guidelines for Establishing Your Desired Short Term Internship

- All interns, internship supervisors, and faculty sponsors must have an understanding of the specific goals, duties, and responsibilities of the intern before beginning. Internships in which students perform only routine tasks such as filing and photocopying are unacceptable.
- Students undertaking internships are responsible for the full period of Short Term. Students must work a minimum of 35 hours per week for four weeks. In cases where the internship lasts a span of less than said four weeks, or are less than full time, an appropriate academic project will be assigned by the faculty sponsor to complement the internship.
- All internships must have a tangible academic component (such as a journal), which must be submitted to the faculty sponsor upon the completion of Short Term.
- If a student, though it is unlikely, is to come across a paid internship, the student must work with her faculty sponsor in order to determine that the internship is a legitimate experiential learning opportunity.
- Internships may not be repeated unless the internship supervisor can verify that the duties of the intern will be significantly different from the previous one completed. A student, furthermore, cannot intern with any firm or organization where she has been employed, unless her internship supervisor can verify that the duties of the intern will be significantly different.
- The intern must make an appointment with her faculty sponsor at the end of Short Term to report on her internship and submit any assigned work.
- Students are allowed to complete a maximum of 16 internship credits toward graduation at Hollins. First-year students are not eligible to undertake a Short Term internship.
- For the competitive internships, you must be a current sophomore, junior, or senior in good standing with respect to academic status and financial obligations to the university. Additionally, a student is not eligible to apply/receive a competitive internship if she is on disciplinary probation and/or was found in violation of the university policy through the student judicial process (student conduct council or honor court) within the last 18 months of the application due date.

# Sample Cover Letter for Requesting Your Internship

*The following format illustrates the type of information that should be included in each paragraph of your cover letter. This is an informal business letter format; however, if you prefer a more formal style, type everything flush left. Customize your letter based on request.*

Your current address  
City, State, Zip Code  
Date of writing

Ms. Jane Blank  
Title  
Company  
Street Address  
City, State, Zip Code

Dear Ms. Blank:

First Paragraph: Explain that you are a Hollins student, and give your class year, major, and career interests. Provide the dates and details of the Short Term internship (full-time, four weeks, academic credit, faculty/on site supervisors, compensation not required). **If you are contacting an alumna about an internship**, remember that she is familiar with Short Term and you must only inform her of the dates you will be available.

Second Paragraph: Be specific about what you would like to accomplish during your internship and why you have chosen this particular employer. Be as enthusiastic as you wish about how Short Term experience is in helping students reach career goals. Stress the skills and strengths that you would bring to an organization as an intern.

Third Paragraph: Refer the reader to your enclosed application form or résumé. It is also appropriate to state that you have already made living arrangements, if chosen. **Advise the supervisor that Hollins requires an internship agreement form to be completed and submitted no later than early December.**

Fourth Paragraph: Indicate that you are available for a telephone or personal interview and that you will call within seven to ten days regarding your interest in an internship with this employer. If you are going to be within a reasonable distance to this employer within these seven to ten days, make this known in order to have a personal interview.

Fifth Paragraph: Conclude by thanking the reader for their time and attention and express, once again, your interest in an internship. Provide your telephone number or e-mail in case the reader has questions or needs additional information.

Sincerely,

(Your handwritten signature)  
Type your name.

Enclosures (The word "Enclosures" is optional if all materials are listed in the letter).

## Hollins University

To: Potential Internship Supervisors  
From: Jeanine Stewart, Vice President for Academic Affairs

Thank you for your interest in the Hollins University Internship program. The university has encouraged this type of experiential learning for over thirty years, and students value the opportunity to explore work environments and career fields as they relate to their academic and extracurricular experiences. An internship also offers an employer the opportunity to take a "first look" at a potential employee and to enhance the current workforce of the company or organization.

Hollins University defines an internship as a structured, experiential learning opportunity that occurs on location with a business, organization, or enterprise. While the nature of internships may vary, most will require that the student serve as an assistant to a person in the organization, as a part of a special project within the organization, or in some combination of the two. This internship experience should expose the student to as many dimensions of the work place as possible.

Many Hollins students enroll in a full-time, four-credit internship during January Short Term. The Short Term at Hollins is a four-week period in January during which students are required to participate in a single activity for academic credit. Hollins students are allowed to count a maximum of 16 internship credits toward graduation requirements. In recent years, increasing numbers of Hollins students have taken advantage of the benefits derived from internships. We ask that you help our students make informed judgments about their career plans by involving them in ways that allow them to understand the nature of your work. In turn, we hope that you will find the experience to be a beneficial one. Because businesses and organizations vary greatly, Hollins maintains a flexible attitude toward internships. Details and expectations are to be worked out between the student, her faculty sponsor, and the on-site internship supervisor. We ask that you carefully review the following guidelines before establishing an internship with a Hollins University student. All interns, internship supervisors, and faculty sponsors must have an understanding of the specific goals, duties, and responsibilities of the intern before beginning. Internships in which students perform only routine tasks such as filing and photocopying are unacceptable.

Students undertaking internships during January Short Term are responsible for working that full period of time. A Short Term internship must be a minimum of 35 hours/week for four weeks. In cases where internships are less than four weeks or less than full time, an appropriate academic project will be assigned by the faculty sponsor to complement the internship. All internships have a tangible academic component (such as a journal), which is to be submitted to the faculty sponsor at the end of Short Term. Please discuss supervision, duties, and expectations with the student, then complete and sign the Internship Agreement Form. This form should be mailed to the faculty sponsor listed or returned to the student. A student may not intern with any firm or organization where she has been employed before, unless an internship supervisor can verify that the duties of the intern will be substantially different.

The intern must make an appointment with her faculty sponsor at the end of Short Term to report on her internship and submit any assigned work. The faculty sponsor of your Hollins intern also needs your evaluation in order to submit a grade for the student. Please make this evaluation as thorough and complete as possible. If time allows, and if you are so inclined, perhaps you might consider writing a letter of recommendation for the student. If you have any questions about the evaluation, please do not hesitate to contact the faculty sponsor, the director of the Career Center, or myself.

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Jeanine Stewart, Vice President for Academic Affairs  
Hollins University  
P.O. Box 9706, Roanoke, VA 24020-1706  
E-mail: [jstewart@hollins.edu](mailto:jstewart@hollins.edu) / Fax: 540.362.6013

**Hollins University**  
Internship Agreement Form - Short Term 2010

This is your **Internship Agreement Form**. Without it, you will not be allowed to register for Short Term. The student, in consultation with her faculty sponsor and her academic advisor should complete and sign this form. This registration form must be turned in to the registrar's office no later than Monday, December 7, 2009. Short Term begins Tuesday, January 5, 2010, and ends Friday, January 29, 2010.

Student's name \_\_\_\_\_ Class year 20\_\_\_\_  
E-mail address \_\_\_\_\_

Are you an F1 international student?  Yes  No If so, you will need to see the director of international programs to complete her signature on this agreement form prior to registering for an internship. See below for signature.

Student ID Number \_\_\_\_\_ Date \_\_\_\_\_  
Name of faculty sponsor \_\_\_\_\_ Department \_\_\_\_\_

Description of academic work required by faculty sponsor: (Please use back if necessary)

Name and title of internship supervisor \_\_\_\_\_

Name of organization \_\_\_\_\_

Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Type of business or organization \_\_\_\_\_

In what way will the intern be supervised? What are the anticipated hours of work? (Please use back if necessary)

Duties and responsibilities of the intern: (Please use back if necessary)

Internship supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

**Reminder: Short Term interns must work a minimum of 35 hours per week for four weeks.**

To faculty sponsor: I have received and reviewed the Internship Agreement Form and I agree to serve as the faculty sponsor for this internship.

Faculty sponsor's signature \_\_\_\_\_

Academic advisor's signature \_\_\_\_\_

Director of International Program's signature (required for all F1 international students) \_\_\_\_\_

Student's signature \_\_\_\_\_

- Check here if you do not want Hollins University to use your internship information for PR purposes.
- Check here if you do not want your address released to alumnae in this city.

Did a Hollins alumna sponsor this internship?  Yes  No If so, who? \_\_\_\_\_

Short Term Residence

I will live on campus

I will live with an alumna (Name) \_\_\_\_\_

Off campus address and phone number \_\_\_\_\_

## Hollins University

### Internship Evaluation Form - Short Term 2010

Academic credit cannot be given until this form is submitted. The student and on-site supervisor should complete this form. Please return to: Ashley Glenn, Interim Director, Hollins University Career Center, P.O. Box 9628, Roanoke, VA 24020-1628 or fax to 540-362-6096 no later than Wednesday, February 10, 2010.

Name \_\_\_\_\_

Hollins faculty sponsor \_\_\_\_\_

Internship supervisor \_\_\_\_\_

Did a Hollins alumna sponsor this internship?  Yes  No If so, who? \_\_\_\_\_

Please make this evaluation as thorough and complete as time will allow. This form is provided as a summary of the intern's performance but a more personal statement from you would be welcomed. Thank you for making this internship possible.

May this information be shared with intern?  Yes  No

Intern's duties and responsibilities

How well did the intern perform? (On a scale of 1 to 5, with 5 denoting exceptional work)

Followed directions	Poor	1	2	3	4	5	Exceptional	NA
Paid attention to details	Poor	1	2	3	4	5	Exceptional	NA
Learned job skills	Poor	1	2	3	4	5	Exceptional	NA
Showed interest in work	Poor	1	2	3	4	5	Exceptional	NA
Approached work creatively	Poor	1	2	3	4	5	Exceptional	NA
Accepted responsibility	Poor	1	2	3	4	5	Exceptional	NA
Showed initiative	Poor	1	2	3	4	5	Exceptional	NA
Demonstrated good communication skills	Poor	1	2	3	4	5	Exceptional	NA
Worked effectively with others	Poor	1	2	3	4	5	Exceptional	NA

Hollins would also welcome any *specific* comments on the intern's job performance: (use back if needed)

Would you consider supervising another intern from Hollins?  Yes  No

Please print clearly

Name and title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of organization \_\_\_\_\_

Address \_\_\_\_\_

City/state/zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Type of business/organization \_\_\_\_\_

Intern Evaluation Form

Hollins University Student Evaluation Form - Short Term 2010  
(Please return to the Career Center no later than Wednesday, February 10, 2010.)

Name \_\_\_\_\_ Class of 20\_\_\_\_\_ Faculty Sponsor \_\_\_\_\_

**On-Site Internship Supervisor Information**

Name/title \_\_\_\_\_

Name of organization \_\_\_\_\_

Address \_\_\_\_\_

City/state/zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Type of business/organization \_\_\_\_\_

Intern's duties and responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Your career development:** The questions below are intended to explore the degree to which you gained practical experience, knowledge, and/or skills from your recent internship. **Please rate your confidence in the following areas, using the scale below. Please fill out both the "before" and "after" columns.**

1 = no confidence at all; 2 = very little confidence; 3 = moderate confidence; 4 = much confidence; 5 = complete confidence

	<b>Before Internship</b>	<b>After Internship</b>
Ability to communicate in writing	_____	_____
Ability to communicate verbally	_____	_____
Ability to learn new things	_____	_____
Judgment/decision making	_____	_____
Ability to work with others	_____	_____
Time management skills	_____	_____
Overall ability to understand how a business functions day-to-day	_____	_____
Overall confidence level in business situations	_____	_____
Ability to establish academic and/or career goals	_____	_____

**Feedback regarding your internship:**

Were your assignments and responsibilities clearly communicated?  Yes  No  Somewhat

Did you feel welcomed by your supervisor and co-workers?  Yes  No  Somewhat

Did you feel you were given challenging work?  Yes  No  Somewhat

If no, please explain: \_\_\_\_\_

What were the best aspects of your internship? \_\_\_\_\_

\_\_\_\_\_

What would you like to have changed about your internship? \_\_\_\_\_

Did your internship impact your thinking about future academic or career plans?  Yes  No  Somewhat  
Please explain: \_\_\_\_\_

Overall, how would you rate the quality of your internship?  Excellent  Very good  Good  Fair  Poor

Would you recommend this internship experience to other students?  Yes  No

## Hollins University

### Short Term Housing: Rules, Policies, and Etiquette for Living with Alumnae During Your Short Term Internship

All Hollins students are responsible for arranging their own housing and transportation for January Short Term internships or job interviews. If you wish to stay with an alumna, names and housing information can be obtained through the Career Center on the Career Advising Network; however, you must complete the Housing Policy Form before receiving housing information. **Contact Carolyn Burnette in the Career Center for more information.** *Remember, it is the student's responsibility to contact and maintain communication with any alumna who chooses to open her home to a student. If your housing is charged, make **sure** the fee is paid in full before your departure date.*

#### Alumnae Housing Policy

*Students should display respectful behavior toward the alumna, her family, and pets as well as her home and property. Alumnae who have agreed to be part of the Career Advising Network housing program are under no obligation to accept a student and, at any time, may withdraw their name from the database and advise students or the Career Center that their home is no longer available.*

#### Etiquette Rules for Alumnae Housing

- Have firmly established arrival and departure dates (including time and mode of transportation). Advise your host at least two weeks in advance of these dates. Discuss if there will be a fee for your stay.
- Establish your daily schedule in order to conform to that of your host. Do not ask your host to change plans for you!
- Make your own bed every day until you depart. Ask what you should do with used linens when you are ready to leave.
- Do not scatter your belongings; keep your possessions as neat and organized as possible.
- Remove personal items from the bathroom, unless it is your own private bathroom. Keep it neat (wipe the sink after each use, keep the toilet seat down, do not leave wet towels lying on the floor).
- If you are allowed kitchen privileges, make sure you understand the rules of the house and be considerate. Ask your hostess if she needs help in the kitchen.
- Ask permission to use the phone and keep calls short. Do not make long-distance calls on your hostess's phone.
- Treat the children, pets, friends, and property of your hostess with respect.
- If you break something, advise your host immediately, and take care of it.
- **Refrain** from smoking in a non-smoking house.
- Present your host with a "house gift" or thank you note (at the least) to thank them for their hospitality.

**Hollins University**  
Funding Your Short Term  
Travel/Research/Study

Hollins University provides funding for students who desire to conduct research, internships or creative projects. These funds are available for any term, including the summer; however, they exist with certain limitations and criteria. Each student applicant must have a faculty sponsor for her project.

✓ Check out: **The Hobbie Trust Grant Fund**

Hollins, in conjunction with the Warrant W. Hobbie Trust, has created a fund for undergraduate student experiential learning projects that undertake issues of values or ethics. Each project funded will involve either physical or mental labor, and will conclude in a concrete written or oral presentation (or performance), as is required by the credit offering for such projects. Grants are awarded on merit alone; financial aid status is not considered.

Sources of Funding

## Hollins University

### Persons to contact with internship questions or concerns

#### **Anna Goodwin**

University Registrar  
Hollins University  
P. O. Box 9708  
Roanoke, VA 24020  
540.362.6016  
540.362.6690 (fax)  
agoodwin@hollins.edu

#### **Jeanine Stewart**

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#### **Ashley Glenn**

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