

MACAULAY

HONORS COLLEGE

careerpath student handbook

INTERNSHIP LEARNING AGREEMENT
& STUDENT EVALUATIONS



macaulay

CAREER DEVELOPMENT

In alignment with the **mission** of Macaulay Honors College to “offer exceptional students transformative opportunities to develop their potential beyond what they ever imagined,” the Career Development Office aims to advise students and alumnae:

- to build a **meaningful** academic or professional career based on their interests and skills
- to **connect** with professional development and employment **resources** that will help reach their goals and maximize community impact
- to **empower** and foster their talent in order to achieve their professional and post-graduation goals

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Macaulay Honors College Definition of an Internship and Examples of Substantive Tasks

An internship is a carefully monitored, substantive preview of a career or profession with clear learning goals. To reach these learning goals, an internship encompasses:

- Defined expectations
- Orientation and training
- Supervision and mentoring
- Evaluation of the experience by both the student and the supervisor
- Meaningful work (less than 35% clerical).

Goals and Nature of Work

- Clearly defined learning goals and expectations discussed prior to and at the start of the internship and continuously reviewed through the experience.
- Tasks should be varied, involve decision-making and engage and develop the student's abilities as an intern.
- While all entry-level positions involve clerical work, internships are learning experiences. Tasks are primarily substantive with less than 35% of duties clerical.

Substantive tasks may include:

- | | | |
|---------------------------|--|--|
| ● Research | ● Interviewing patients | ● Community outreach |
| ● Copyediting and writing | ● Conducting surveys | ● Preparing legal briefs |
| ● Creating a website | ● Writing marketing plans | ● Creating financial forecasts and cost recovery reports |
| ● Designing publications | ● Facilitating workshops | |
| ● Developing procedures | ● Performing software/hardware revisions | |
| ● Performing lab tests | | |

Orientation, Training/Supervision, and Evaluation

- Orientation covering mission, goals, organizational structure, and department procedures and policies.
- Training on technical systems and tasks the intern will conduct.
- Dedicated supervisor(s) giving continuous feedback and meeting regularly to discuss progress.

- Dedicated mentor(s) (can be the same person as supervisor) promoting reflection, encouraging professional development, advising on the industry or field, and assisting in building skills.
- Opportunities to network with senior staff members.
- Written evaluations of intern performance during the middle and end of the experience.

Preferred Additional Activities

- Dedicated project(s) that students can work on during down-time.
- Team projects among interns in the company/organization.
- Presentation to staff members on activities.
- Opportunities to view or participate in the work of other departments.
- Extracurricular experiences with staff members such as staff outings.
- Staff meetings or workshops open for the intern to attend.
- Opportunities for increasing responsibility.

Internship Policies

To qualify for the internship portion of the internship/study abroad requirement, the internship must meet the following criteria:

Timing & Compensation

- **Summer/Fall/Winter/Spring Semester Internships/Undergraduate Research:** *minimum of 100 hours*

Students may use internships for which they are receiving payment/compensation or academic credit to satisfy the requirement.

Some internships may not provide financial compensation but nonetheless offer significant learning experiences. The [Opportunities Fund](#) may be used to cover the cost of an experience that meets the Macaulay Honors College definition of an internship but is unpaid and for which students do not receive academic credit. In some cases, the Opportunities Fund may be used to finance travel expenses associated with internships outside New York City.

Activities

- Internships must meet the internship definition above.
- Internships may include research assistantships and arts apprenticeships.
- Political campaigning may occur during internship hours so long as a CUNY campus did not choose the position for the student.

- Internships with religious organizations may qualify, if they meet all other criteria.
- Student-run organizations, charters, or student club activities will not qualify as internships.
- Shadowing experiences alone will not qualify as internships.

Supervision

- Internships must meet the orientation, training/supervision, and evaluation criteria above.
- Students must have an on-site supervisor at their internship who is a professional.
 - Students cannot be supervised by another student, family member, or in someone's private home.
- Students may participate in remote/off-site internships but only when they are able to meet with their supervisor in-person/virtually once a week.

Guidance for Students

To work towards satisfying the Macaulay requirement for completing an internship, we recommend that students:

- Prepare for internship experiences through résumé, interviewing, networking, and other workshops through their home campus and/or Macaulay Honors College.
- Conduct informational interviews with professionals to learn more about the field they are considering.
- Attend all one-on-one and group interactions with employers, alumni and other professionals (including interviews, information sessions, employer site visits, and fairs) that they have scheduled.
- Create and maintain a professional online presence (e.g. using LinkedIn or creating a portfolio of their work).
- Search for internships and research assistantships through the variety of resources listed through their campus or at Macaulay, in addition to their own networks.
- Identify a possible internship as early as possible, ideally, three months prior to the beginning of the term in which they will intern. *Please note that some industries have specific recruiting seasons that could be earlier than expected.*
- Discuss the potential internship with their Macaulay Advisor and submit an **Internship/Undergraduate Research Learning Agreement** once they secure the internship.
- Withdraw from internship search activities once they have accepted an offer for that particular semester.
- Report all internship experiences, even those undertaken subsequent to meeting the Macaulay Honors College requirements.

- Contact the Office of Career Development or their Macaulay Advisor during the internship if students have any concerns about the position or need assistance.
- Submit an online **Internship Evaluation Form**.

Throughout the academic year, Macaulay Honors College announces internship opportunities specifically for Macaulay Scholars, on our online job portal: **CareerPath***, in Macaulay Monday student news, and through recruiting events. Macaulay also organizes visits to major companies so students can learn more about various careers and existing internship programs and requirements.

All Macaulay students have access to CareerPath and receive a welcome message via email the second week of classes their freshman year with login information. **All communications are delivered to your Macaulay email address.*


Internship/Undergraduate Research Learning Agreement Form

The purpose of this form is to create a detailed commitment between the student completing the internship or undergraduate research and the organization.


Note: If the student is using the Internship Learning Agreement form for their Opportunities Fund application, please find additional forms that will be needed for that application. If traveling abroad, students must submit the [CUNY Independent Travel Notification, Waiver, and Emergency Contact Form](#) along with their application. If traveling away (outside the 5 boroughs of New York City but within the 50 states of the United States), they must submit the [CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form](#) along with their application. If traveling to European Union Countries, they must submit the [CUNY Acknowledgement and Consent Regarding Data Protection Form](#) with their application.

Application Instructions for Students

Claim your Handshake Account:



Welcome to Handshake!



Hey Gianina,

Welcome to the official launch of CareerPath on Handshake! As mentioned in our previous emails, our job portal, CareerPath, is switching platforms from Symplicity over to Handshake.

All current students and recent graduates are now able to set up their account by clicking on the link below and following through with the account creation process. **Please make sure to use your Macaulay email address!**

**(For all alumni, please sign up via Handshake's main page by choosing "CUNY Macaulay Honors College")*

Additionally, to help enhance your experience on Handshake, we ask that you take this [quick survey](#) about your career interests and future career plans. By letting us know your preferences, we will be able to tailor future opportunities and events to your interests.

Thank you once again for your cooperation during this transition! Please feel free to reach out to us with any questions at csn@macaulay.cuny.edu.

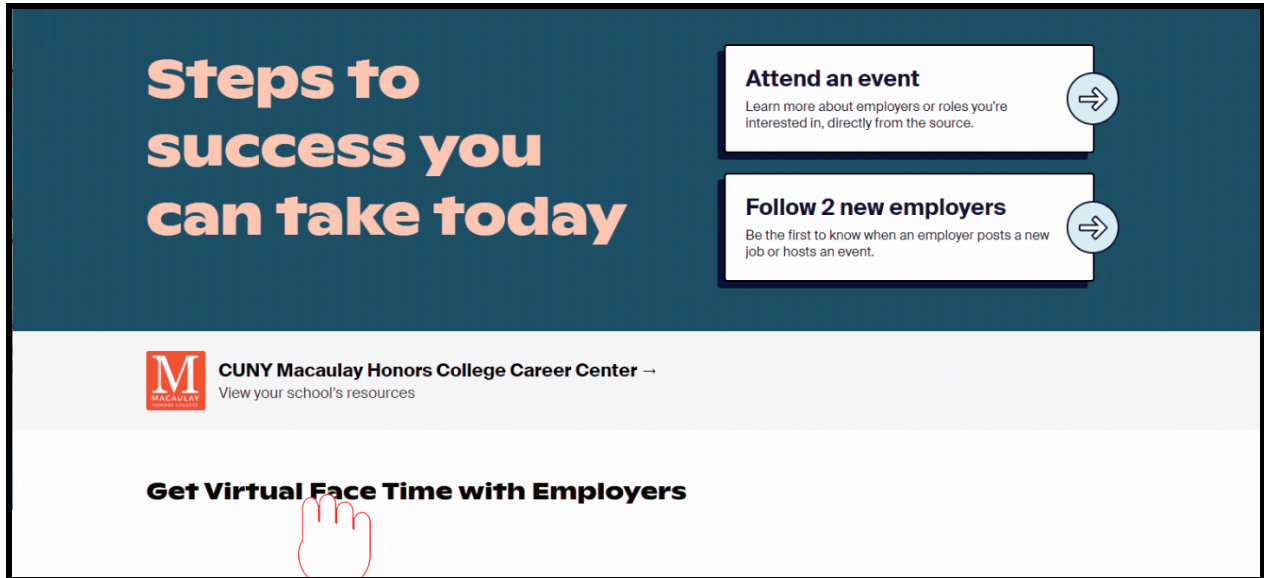
Best,
Gianina Chrisman and Jamie Ruden

[Claim Your Account](#)

**All students are asked to claim their account via email (see sample) providing access to CareerPath between the first and second week of their freshman year.*

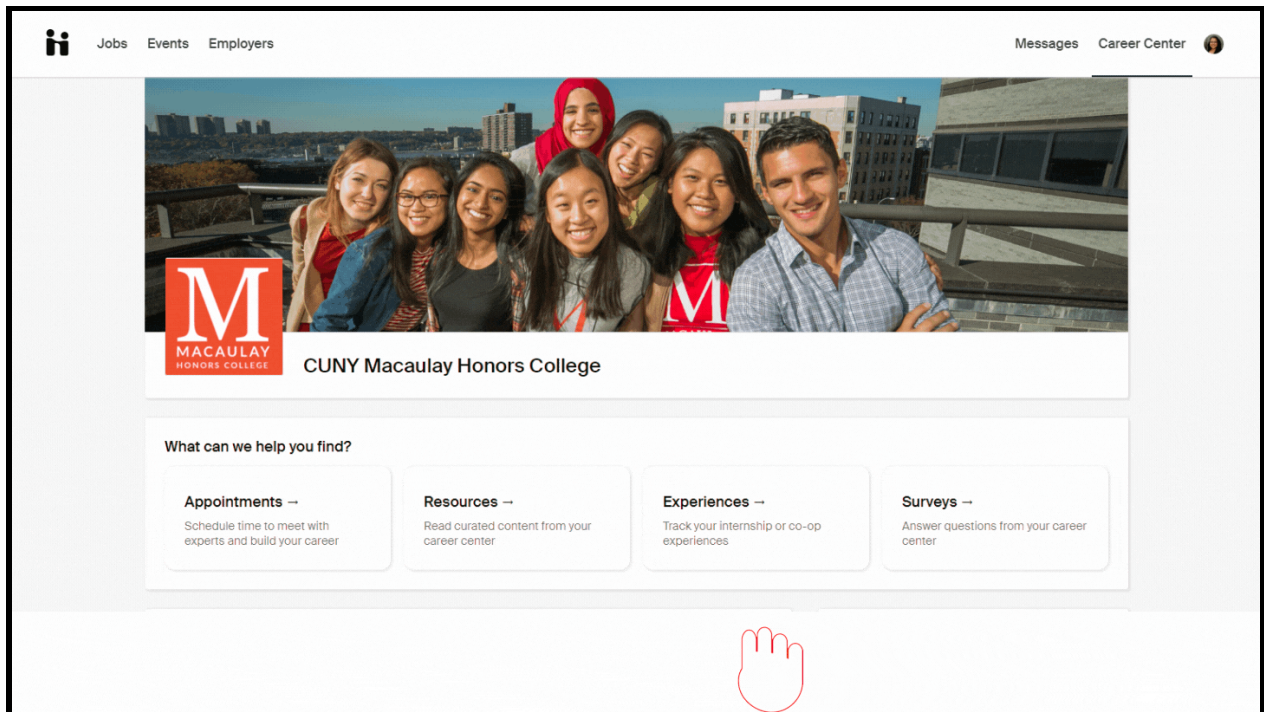
In order to login, please use the following guidelines:

Username: (Macaulay email address)

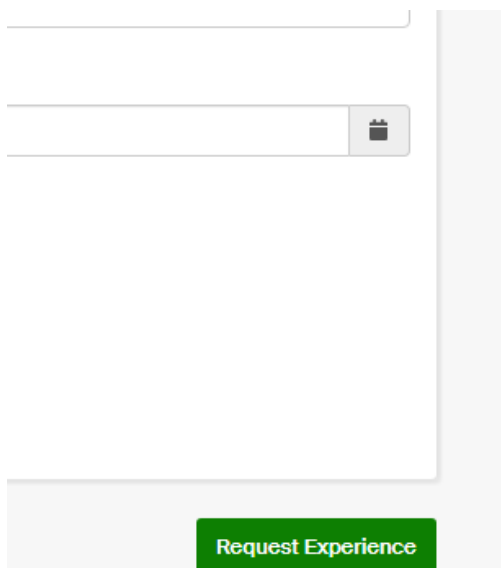
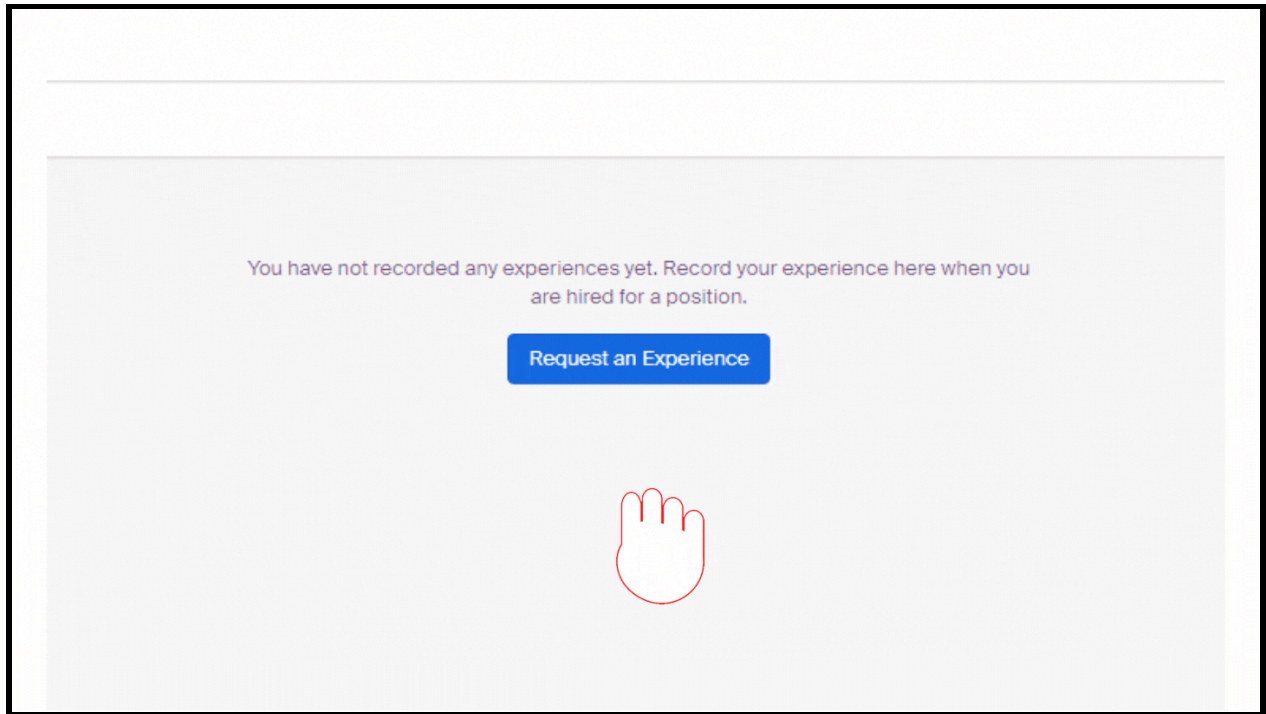


STEP 1: The student should submit the **Internship Learning Agreement** online.*

Once you click the link above, and sign in, this will lead you directly to the “Experiences” section.



To begin filling out the Internship/Undergraduate Research Learning Agreement, select “Request an Experience.”



Please note: Changes cannot be made by the student once submitted.

STEP 2: The student should schedule an appointment with their Macaulay Honors College Advisor* to review the form. The form **must** be approved by their Macaulay Advisor* and Supervisor prior to the first day of the internship**.

**Macaulay at Baruch students will be processed directly by the Office of Career Development at Macaulay Honors College.*

***Your Macaulay Advisor will receive an automatic email requesting review of this form but students are strongly encouraged to schedule an appointment with their Macaulay Advisor to secure their approval. Must be submitted before the first date of employment to begin the approval process. The position will not meet the Internship Requirement and/or be eligible for the Opportunities Fund once the first date of employment has passed.*

Once the student submits the Internship/Undergraduate Research Learning Agreement, they will receive a notification to confirm receipt of the form.

STEP 3: The student must notify their supervisor to expect an electronic approval form via email **before** being approved by their Macaulay Advisor. *The electronic approval form is sent automatically once the form is approved by their advisor.*

Approval Process

MHC Career Development → Macaulay Advisor → Worksite Supervisor

Once the form is successfully submitted, it is reviewed by the Office of Career Development at Macaulay Honors College. Students will be notified of any edits that need to occur on the form at this stage of the process and kick off the approval process (to the next stage for the Macaulay Advisor's approval). Students can view the approval status in the "Experiences" section.

The student **must** fill out the online **internship evaluation** at the end of the experience, which can be found as part of their Internship/Undergraduate Research Learning Agreement record on CareerPath.

Revisions



**You have a new
notification**

The student may be contacted, at any point in the process, if further information is needed. If the student is asked to revise the form, they will receive an email outlining communication on Handshake.

Evaluations

Students may fill out a Student Evaluation. Automated messages go out to remind the student/employer to fill out an evaluation; these emails provide a link to begin filling out the Internship Evaluation form. *These are sent a month after the semester ends, each a month apart.*