

MACAULAY

HONORS COLLEGE

student handbook

INTERNSHIP LEARNING AGREEMENT
& STUDENT EVALUATIONS



**CAREER
DEVELOPMENT**

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 clerical duties.

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:

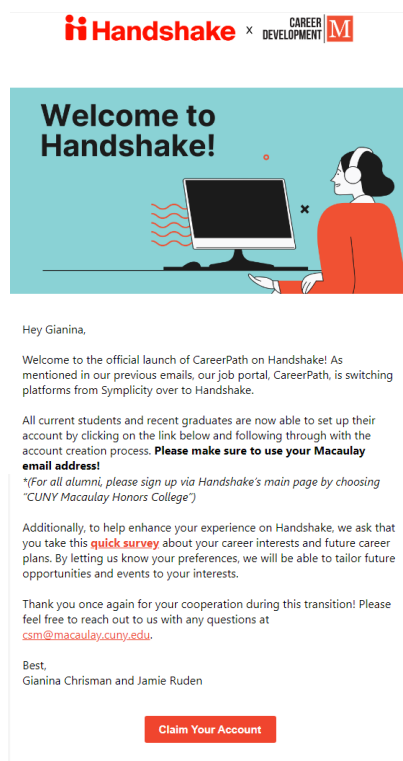
- Prepare for internship experiences through résumé, interviewing, networking, and other workshops through their home campus and/or Macaulay Honors College.
- Conduct informational interviews with professionals to learn more about the field they are considering.
- Attend all one-on-one and group interactions 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: [Handshake](#)*, 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 Handshake and receive a welcome message via email during the second week of classes their first semester of freshman year with login information. **All communications are delivered to your Macaulay email address.*

Claim your Handshake Account



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

In order to login, please use the following guidelines:

Website: mhc.joinshake.com

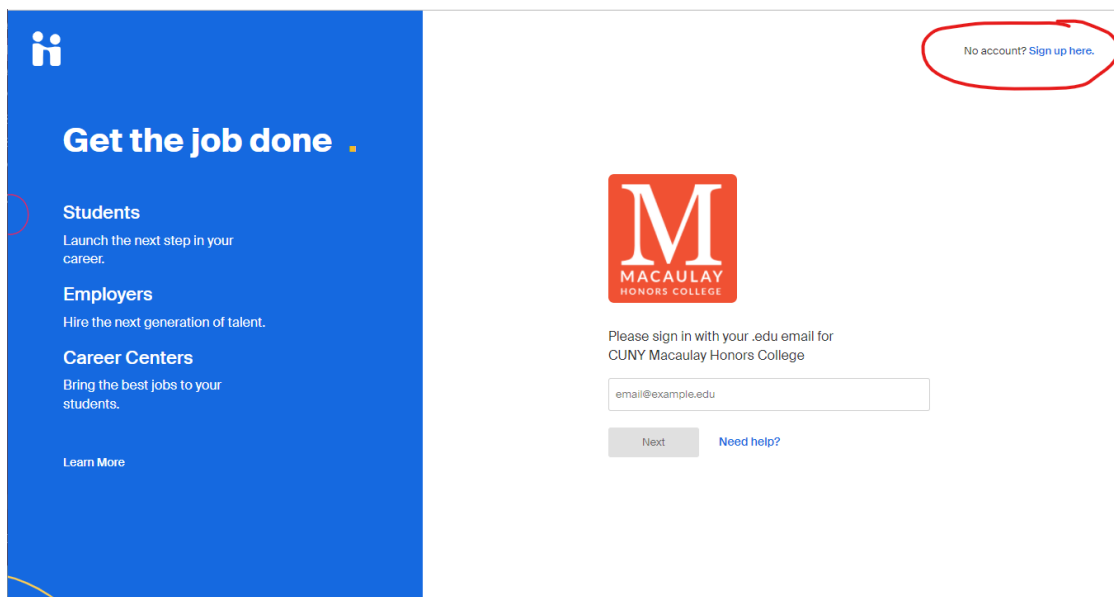
Username: (Macaulay email address)

Primary Institution/College: “CUNY Macaulay Honors College”

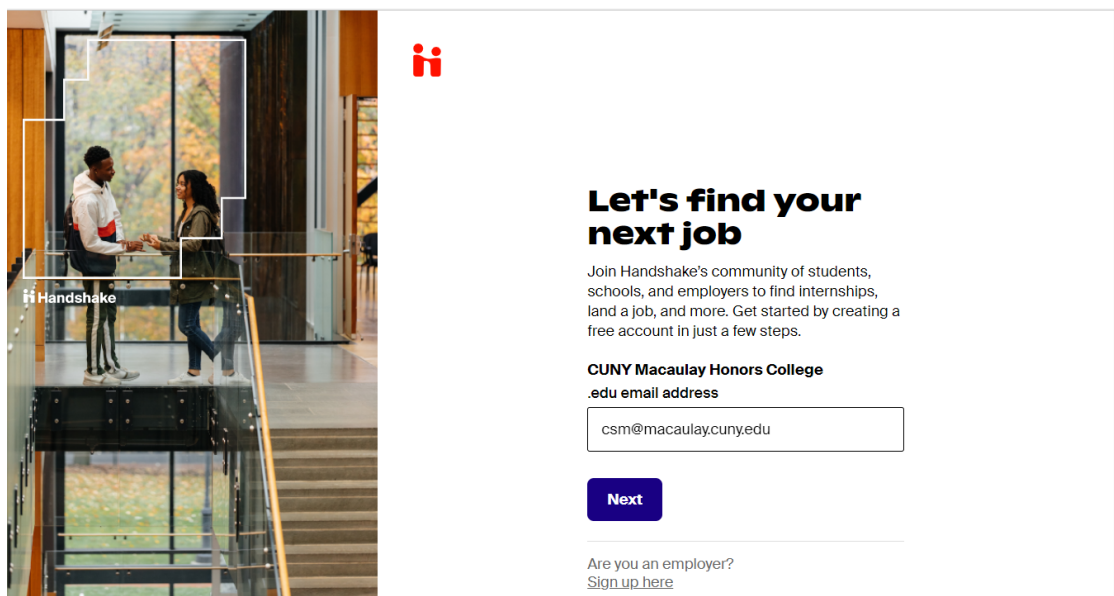
Note: Placing the student’s home campus as the primary college under their education profile will prevent them from connecting to the MHC portal. If this happens, they will need to contact Handshake Support for assistance.

Creating an Account

If the student did not receive an email, they can still create an account to access Handshake by navigating to the website: mhc.joinhandshake.com and selecting “Sign up here” on the upper right hand corner.



Then, the student will enter their Macaulay email address on the next screen.



After the student clicks “Next,” they will be prompted to enter information on their course of study (e.g. major(s)) and their institution. Students must indicate they are studying at “**CUNY Macaulay Honors College**” to connect to our portal.



Welcome to Handshake, Christa

Join 9+ million students and kickstart your career.

Studying at School of Life and graduating + Add Your Graduation Date


☒ I agree to receive marketing messages, including promotions and special offers from Handshake

☒ I agree to the [Terms of Service](#) and [Privacy Policy](#)


[Get Started](#)

By activating your account, you acknowledge that you will receive emails about job and other opportunities on Handshake. You can unsubscribe from these at any time.


Upon agreeing to the Terms of Service and Privacy Policy, students are presented with the profile visibility options.




Get the most out of Handshake by updating your profile visibility



Community ☒




Employers



Private

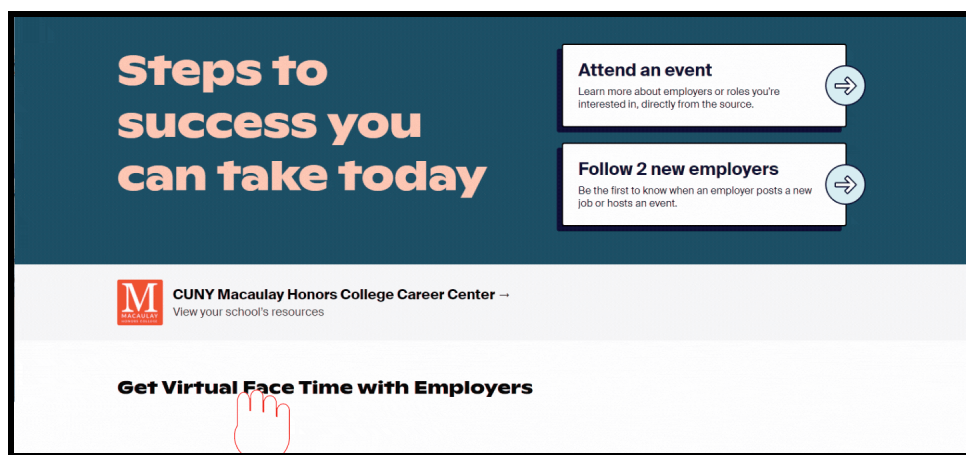
- ✓ You can message students and alumni with similar experience
- ✓ You can receive messages about job opportunities from potential employers
- ✓ You can browse jobs and other resources from handshake or your school

 Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities.

[Done](#)

Students will also be given the opportunity to select their gender & pronouns (optional) and other optional fields used to connect them to employers.

Once their account is set up, students will be able to see the CUNY Macaulay Honors College Career Center link on their homepage. This will give them access to jobs, events, and the Internship Learning Agreement specifically for Macaulay students.



Internship/Undergraduate Research Learning Agreement Form

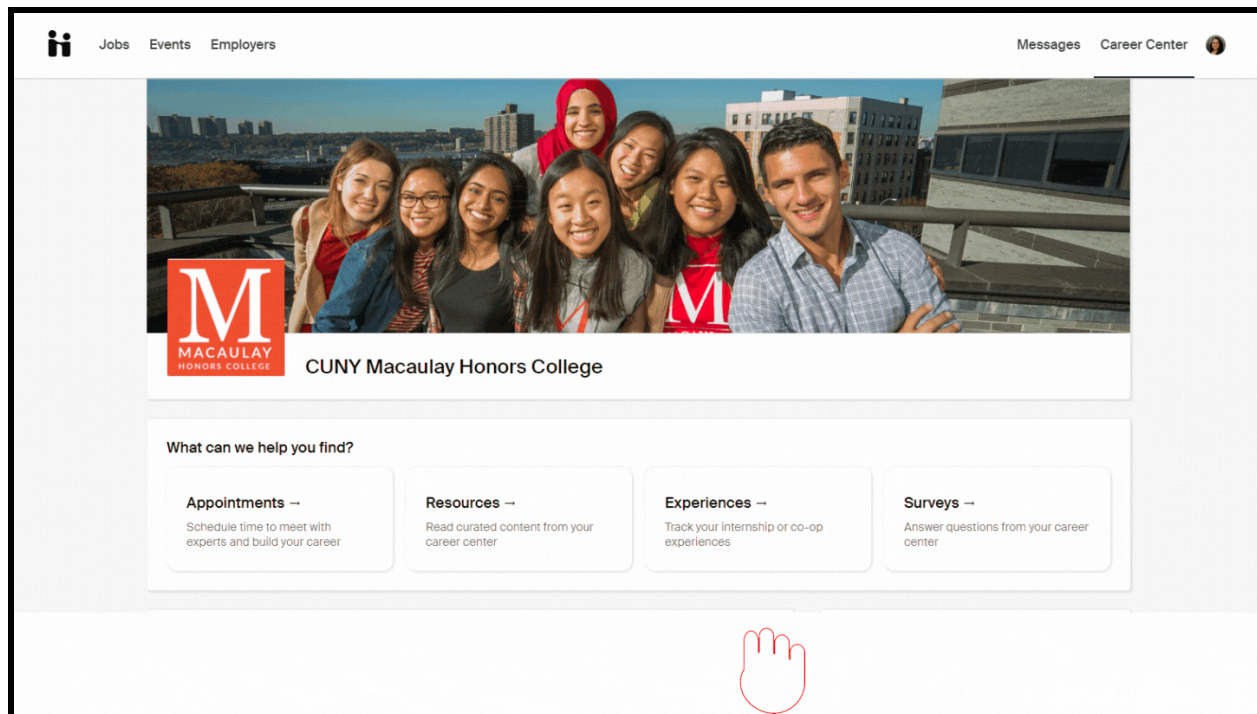
The purpose of this form is to create a detailed commitment between the student completing the internship or undergraduate research and the organization.

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 Protection of Personal Data Form with their application.

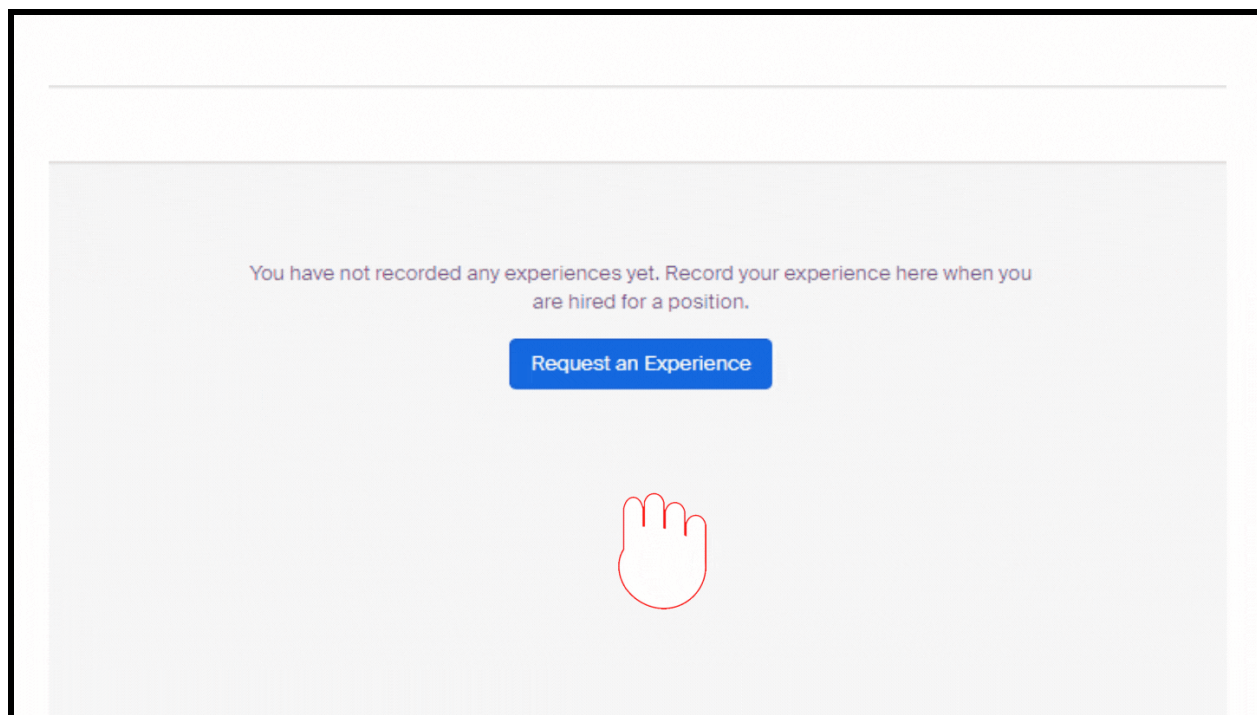
Application Instructions for Students

STEP 1: The student should submit the Internship Learning Agreement online. It must be submitted no later than the second week of their internship. We highly recommend students submit as soon as they accept the offer.

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.”



Jobs Events Employers Messages Career Center

Worksite Supervisor

* Email Address
gianina.chrisman@mhc.cuny.edu

An approver with this email address already exists. If you believe the below name is incorrect, contact your career center office to have it changed.

Name
Gianina Chrisman

General

Funding

* Are you seeking Opportunities Fund stipend for this experience?

☐ Yes
☒ No

[Go Back](#)

* indicates required field

[Request Experience](#)

Once completed (and the green “Request Experience” button is clicked), students will need to return to the Internship Learning Agreement record and click “Learning Objectives” to submit their learning outcomes for the experience. *It is recommended to include at least three detailed learning objectives.*

Jobs Events Employers Messages Career Center

Overview Evaluations

EMPLOYER
TEST
TERM
Fall 2021

Details Comments and Activity **Learning Objectives**

Student
NAME
CURRENT SCHOOL YEAR

Please note: Changes cannot be made by the student once the approval process has begun (once reviewed and started by the MHC Career Development).

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 within two weeks after submitting their experience**.

**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. The form must be submitted no later than the second week of their internship to begin the approval process. The position will not meet the Internship Requirement and/or be eligible for the Opportunities Fund once the second week 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 then be notified of any edits that need to occur on the form before kicking 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 term/semester indicated on their form. *An email invitation from Handshake is sent to the student with a direct link to the evaluation, the only way to access it.*

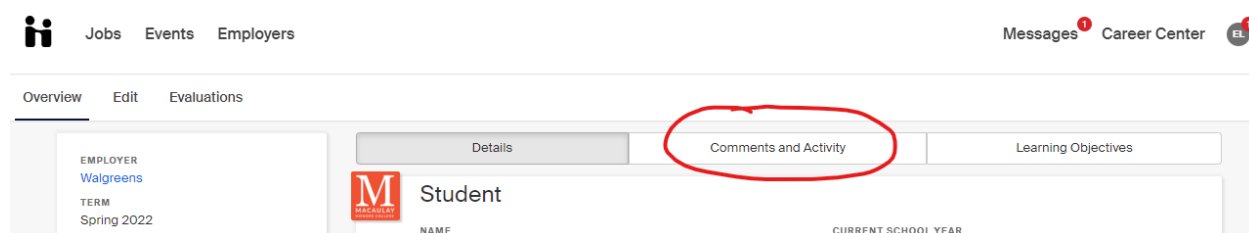
Revisions



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.

Students can also view these comments directly on their Internship Learning Agreement form by navigating to the "Experiences" page and then clicking "View Details" under the corresponding experience.



Once they've selected the experience, they will find revision requests under the "Comments and Activity" section.

Evaluations

Students must fill out a Student Evaluation. By the end of the internship, 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 by Handshake 3 days prior to the end of the selected term/semester on their ILA form. Students cannot access the evaluation without that direct link in the email.*

Students can reach out to Gianina Chrisman, gianina.chrisman@mhc.cuny.edu at any time, if they cannot access their evaluation.