MACAULAY HONORS COLLEGE

careerpath student handbook
INTERNSHIP LEARNING AGREEMENT
& STUDENT EVALUATIONS

MACAULAY THE HONORS COLLEGE at THE CITY UNIVERSITY of NEW YORK
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

TABLE OF CONTENTS

Career Development | Mission 1
Definition of an Internship 2
Goals and Nature of Work 2
Substantive Tasks 2
Orientation, Training/Supervision, and Evaluation 2
Preferred Additional Activities 3
Internship Policies 3
Timing & Compensation 3
Activities 3
Supervision 4
Guidance for Students 4
CareerPath Account 5
Internship Learning Agreement 8
   Step 1: Accessing the Form 8
   Step 2: Meeting with Advisor 10
   Step 3: Notifying Employer 11
Approval Process 11
Revisions 11
Internship Evaluations 12

Updated 1/4/22
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
- Copyediting and writing
- Creating a website
- Designing publications
- Developing procedures
- Performing lab tests
- Interviewing patients
- Conducting surveys
- Writing marketing plans
- Facilitating workshops
- Performing software/hardware revisions
- Community outreach
- Preparing legal briefs
- Creating financial forecasts and cost recovery reports

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.

Updated 1/4/22
- 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.

Updated 1/4/22
● 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.

Updated 1/4/22
● 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 powered by Handshake 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.*

**Claim your CareerPath Account**

*All students are asked to claim their account via email (see sample) providing access to CareerPath powered by 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**

Updated 1/4/22
If the student did not receive an email, they can still create an account to access CareerPath by navigating to the website: mhc.joinshake.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

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.

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 Data Protection Form](#) with their application.

**Application Instructions for Students**

**STEP 1:** The student should submit the Internship Learning Agreement online before the first date of employment.

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.”
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.

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. 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 term/semester indicated on their form.

**Revisions**

*Handshake*

**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.

Updated 1/4/22
Once they’ve selected the experience, they will find revision requests under the “Comments and Activity” section.

**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 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.