Internship Info Session
SPRING 2020
Overview

We have updated our general Internship Info Session with information on COVID-19.

Note: this information was updated April 1, 2020.

To stay updated on all Unity College information related to COVID-19, please visit our website: https://www.unity.edu/coronavirus-covid-19/
Internships and COVID-19

Are summer internships still happening?

- Yes, we are still planning for students to complete internship experiences this summer.
- We hope that the information in this info session will help answer your questions, in addition to the Internship Guide on our website: [https://www.unity.edu/covid-19-student-resources/](https://www.unity.edu/covid-19-student-resources/)
Internship Basics
What Is An Internship?

◦ A **new** learning experience related to your career goals
  ◦ You cannot use a previous experience for your internship
  ◦ It must be a new position and not one that you have done previously

◦ Short-term in duration
◦ Can help you identify strengths, areas for growth, and career interests
Busting Myths

**Myth #1 –** I should wait until my Junior or Senior year to do an internship.

- The earlier you can do an internship, the earlier you can start to figure out your career path after graduation.

**Myth #2 –** I only need to do one internship.

- Although you may only be required to do one internship for your degree, we encourage you to do multiple internships or seasonal opportunities.

**Myth #3 –** Internships are just free labor.

- As part of the internship approval process, we review your proposed internship site and job duties to ensure you are getting a quality learning experience.
When Can You Do Your Internship?

- You can do an internship as a Freshman, Sophomore, Junior, or Senior.
- Internships can be done any time of year.
  - Traditionally, summer is more popular due to most classes being offered in the Fall and Spring.
  - There are often many seasonal positions available in the summer.
  - Summer also tends to be very competitive, as other college students across the country are also looking for internship opportunities.
Where Can You Do Your Internship?

- In normal circumstances, you can complete your internship anywhere – whether it is within the United States or abroad.
- **Due to COVID-19, we have paused all international travel for official college purposes, which includes internships.** If you are looking to do an internship in Summer 2020, you should apply for opportunities within the United States.
Finding Your Internship

- An internship can be a traditional unpaid internship, a paid job, or a volunteer position. It does not need to have “internship” in the title.
- It must be a NEW experience.
  - If you have worked for that organization previously, you must be in a new position with additional responsibilities. Your new role must be clearly described on your Internship Agreement Form.
- Look for paid internships and/or sites that provide housing, if possible.
Finding Your Internship

- It must be a reputable organization.
  - There are some organizations that have not provided quality internship experiences to students, so we will warn you if your internship site does not meet our standards.
  - There are also specific requirements for working in a captive wildlife setting regarding safety.

Please talk with your Academic Advisor or Career Services if you have any questions regarding your internship site!
Example Organizations

- Federal, state, or city parks
- Police departments
- AZA-accredited zoos
- Licensed rehabilitation centers and animal sanctuaries
- Agriculture and aquaculture farms
- Conservation and environmental organizations
- Renewable energy companies
- Summer camps

Think outside the box! You can find internships at places like Wells Fargo, NASA, vet clinics, and museums.
Requirements
Degree Program Requirements

**INTERNSHIP REQUIRED**
- Adventure-based Environmental Education
- Adventure Therapy
- Art and Environment
- Captive Wildlife Care and Education
- Conservation Law Enforcement
- Environmental Policy, Law, and Society
- Parks and Forest Resources
- Sustainable Agriculture
- Sustainable Business Enterprise

**INTERNSHIP OPTIONAL**
- Conservation Biology
- Earth and Environmental Science
- Environmental Writing and Media Studies
- Marine Biology
- Sustainable Energy Management
- Wildlife Biology
- Wildlife and Fisheries Management

If an internship is optional, meet with your Academic Advisor to discuss your options!
Academic Levels and Credits

◦ If completing an internship for a degree requirement, the internship must be a minimum of 3 credits and be at the 3000-level or above.

◦ Other internship levels and credit options are located in the **Internship Handbook**.
3000 Level Requirements

- Interns are expected to demonstrate the ability to perform routine tasks with some supervision.
  - This is more than a job shadow! For example, you can see in this picture the intern is *participating* in a veterinary exam, not just observing it.

- Academic Prerequisites:
  - At least 12 credits at or above the 2000-level (sophomore level)
  - This is typically about 4 classes
3 Credit Requirements

- Minimum of 180 hours of worksite experience
  - Many students complete 300-400 hours over the course of their internships.

- Internship Portfolio
  - As you are getting academic credit for your experience, there are some materials you will need to submit to receive your grade.

- Public Presentation
  - There are several options to present. Career Services will send a survey with more information towards the end of your internship.

Completion of a 6, 9, or 12 credit internship requires additional hours and an academic project.
Registration
Registration Steps

1. Attend an Internship Info Session within a year of your proposed internship.

2. Meet with the Registrar’s Office.
   1. You do not need to get a signature from the Registrar’s Office for a summer internship. But if you have any registration-related questions, you can contact Heather McAnirin, hmcanirlin@unity.edu.

   1. You can talk with Faith Weymouth – fweymouth@unity.edu, 207-509-7235. She can digitally sign your agreement form when you are ready.

4. Secure an internship position.

5. Seek and confirm a faculty mentor.
Registration Steps

1. Complete internship agreement form.
2. Submit internship paperwork to internships@unity.edu:
   1. Internship agreement form
   2. Supervisor confirmation form
   3. Resume
   4. Job/ position description
3. Choose a placeholder in CAMS for your internship credits.
4. Once reviewed by the Internship Committee, submit signed agreement form to the Internship Coordinator.

Internship forms can be found on our website: https://www.unity.edu/academics/career-services/internship-program/
Registration Deadlines

**Summer 2020** - April 24, 2020  
**Fall 2020** - April 24, 2020  
**Outside Semester** - Two weeks prior to the internship start date

- We recognize that many organizations have paused their hiring processes due to COVID-19. We have therefore extended the internship deadline to Friday, April 24.
- If you encounter any further delays on your internship applications, please contact Rachel Kahn as soon as possible – rkahn@unity.edu, 207-509-7221.
Responsibilities
Intern Responsibilities

When completing a credit-bearing internship, you have the following responsibilities:

- Developing, applying for, and securing internships
- Attending an internship information session and completing necessary paperwork
- Meet with Student Financial Services about financial obligation when registering for an internship
- Review and understand internship position duties and housing accommodations
Intern Responsibilities

◦ Financing travel to and from the internship site and any planned or unplanned expenses (housing, food, parking, etc.)
◦ Follow all internship site and college conduct policies
◦ Contact both your faculty mentor and Internship Coordinator if any problems, concerns, or emergencies
◦ Complete coursework, projects, and public presentations by the Final Due Date listed on the agreement form
If A Problem Arises...

◦ Communicate with your supervisor about any concerns and if you need support
◦ Notify your faculty mentor and Internship Coordinator immediately if any problems, concerns, or emergencies
◦ Each situation will be addressed on a case-by-case basis
Internships and Title IX

- Title IX laws still apply when you are completing a credit-bearing internship
- If you are being harassed:
  - If you feel comfortable, handle the situation directly
  - If you do not feel comfortable doing so or if the situation continues, speak with your site supervisor or the site’s Human Resources Department
  - Inform the Internship Coordinator and/or faculty mentor
- You can always report any discrimination or harassment to Ray Phinney or Stephen Nason.
- Additional resources are available in the Student Handbook and Unity College website.
During The Internship
Making the Most of Your Internship

**Good Practice**
- Always arrive on time and **don't** leave early.
- Ask questions!
- Minimize use of your personal phone to call or text people when at work.
- When you are finished with a project or task, ask what you can do next.
- Get to know your coworkers - you never know what connections will pay off down the road.
- Ask your supervisor if he/she can be a reference for you in the future.

**Best Practice**
- Arrive **early**!
- Treat any experience (i.e. volunteer or internship) like a paid job.
- When you see something that needs to be done, be proactive and do it! *(when you are already familiar with their procedures)*
- Although it can be uncomfortable, ask your supervisor if there is anything you can do better.
- Always come to work with a smile and a positive attitude.
Completing an Internship

The on-site portion of your internship is complete when you reach the “Internship End Date” on the Internship Agreement Form

- Complete at least the minimum required hours
- Submit your internship portfolio
- Complete public presentation or paper
- Complete and submit any projects
Resources
Finding an Internship

- Green Jobs Board - https://greenjobs.unity.edu/jobs/
- Texas A&M Job Board - https://wfscjobs.tamu.edu/job-board/
- AZA Job Board - https://www.aza.org/jobs
- USA Jobs - https://www.usajobs.gov/
- Indeed - https://www.indeed.com/

- You can also talk to Career Services, your professors, and other students
Internships and COVID-19

The organization I was interested in (e.g., New England Aquarium) is closed because of the coronavirus. What can I do?

- You should still apply to open internships and job opportunities. Even if an organization is “closed”, they will still have people working and may still be hiring. If you are unsure as to whether or not they will be offering an internship opportunity, you should contact the organization for more information.
Applying for an Internship

- Update your resume and cover letter
- Update your references and make sure they know you are applying for positions
- Do your research
- Nail the interview
Questions?

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