

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

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
Internship Learning Agreement	5
Step 1: Accessing the Form	5
Step 2: Meeting with Advisor	7
Step 3: Notifying Employer	8
Revisions	8
Tracking Hours	9
Communication for	
Final Approval	11
Evaluations	11

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.
- For family-owned businesses, the supervisor cannot be a family member.
- 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 r sum , 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 primary email address listed on CareerPath.*

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.*

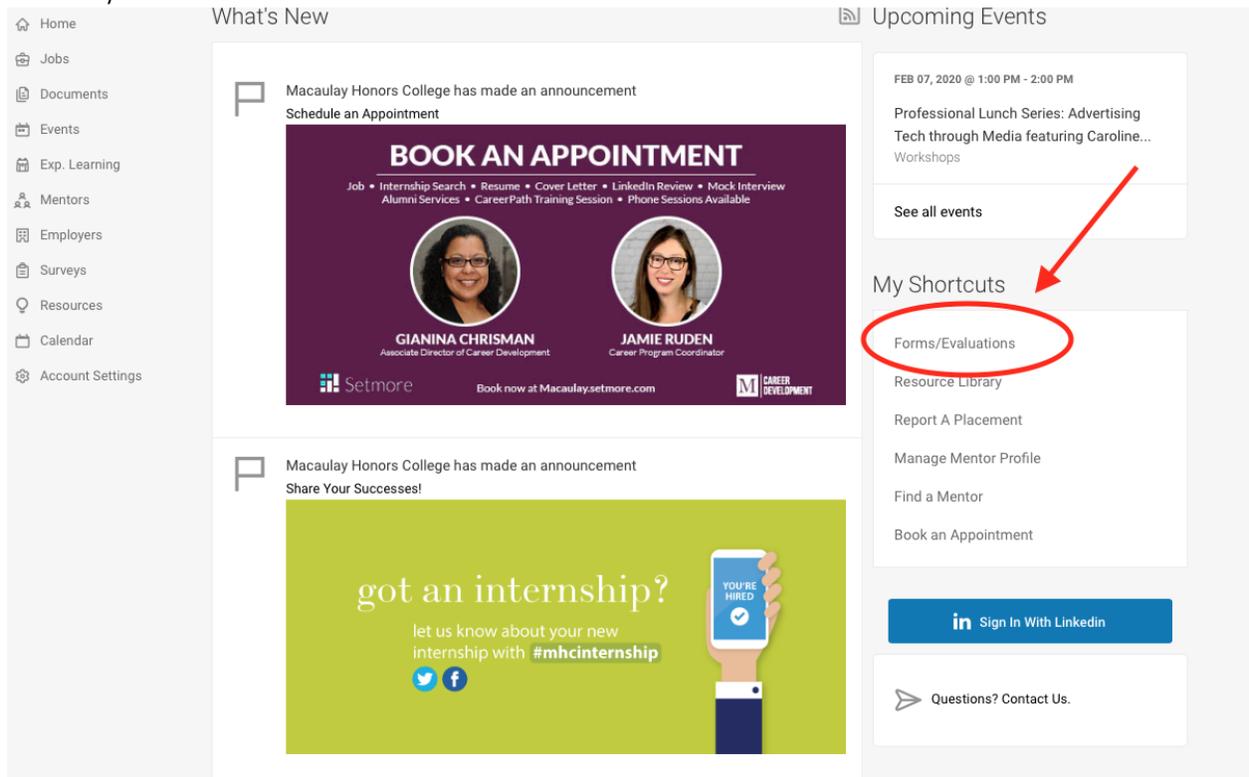
**All students are provided with access to CareerPath between the first and second week of their freshman year. In order to login, please use the following guidelines:*

Username: (Macaulay email address)

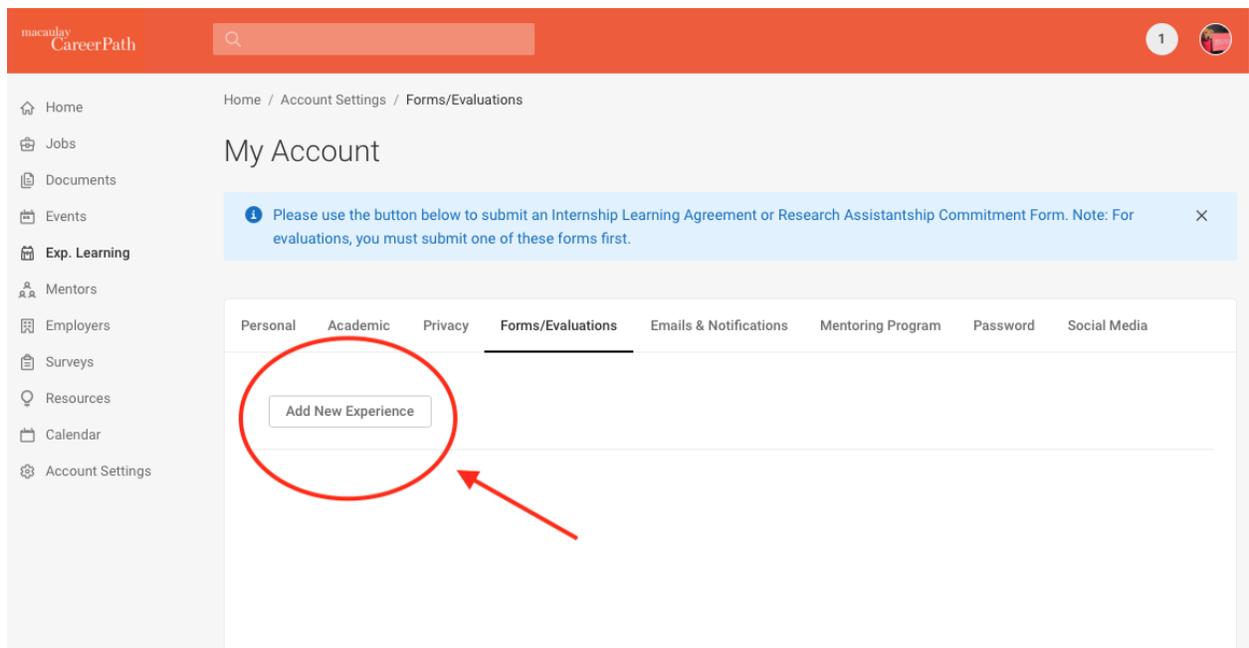
Password: (Date of Birth in the following format: YYYYMMDD)

Once you click the link above, and sign in, this will lead you directly to the "Forms/Evaluations" section of your account. The Internship Learning Agreement can

also be found on CareerPath’s landing page under “My Shortcuts” by clicking on “Forms/Evaluations.”



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



Attachments

Attachment(s)
Please include any additional attachments here.

[Add Attachment](#)

Acknowledgement *
By checking the box below, I am agreeing to schedule an appointment with my Macaulay Advisor to review this form before final approval. I have already notified my supervisor to expect the approval form electronically via email.

*Please note: This experience will not count towards the internship requirement or the Opportunities Fund application unless it receives approval from your Macaulay Advisor, Supervisor, AND the Office of Career Development at Macaulay Honors College. To meet the internship/study abroad requirement, you must fill out the **online internship evaluation** at the end of the experience, which can be found under the Internship/Undergraduate Research Learning Agreement record on CareerPath.*

If you will request funding for this experience, please review the Opportunities Fund Guideline and speak with your Macaulay Advisor for guidance; subject to final approval by Macaulay Honors College.

Yes

Student Agreement Signature *

[Submit](#) [Save As Draft](#) [Delete](#) [Cancel](#) [Print](#)

*Please note: Students can **save the form as draft**, to review with their advisor and continue editing it before submitting (changes cannot be made by the student once submitted and students cannot re-submit an already rejected form; only the advisor or the Career Development Office can re-open any rejected records).*

Students can then click “edit draft” in the “Forms/Evaluations” tab to re-open.

The screenshot shows the 'My Account' page with the 'Forms/Evaluations' tab selected. A notification banner at the top states: 'Please use the button below to submit an Internship Learning Agreement or Research Assistantship Commitment Form. Note: For evaluations, you must submit one of these forms first.' Below this, a list of forms is shown. One form is highlighted: 'Career Development Internship | Spring 2020' with a status of 'Draft'. Underneath this form, there is a 'Review' button and an 'Edit Draft' button, which is circled in red with an arrow pointing to it.

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.*

***Students must submit this form for review to their Macaulay advisor before the first date of employment. 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.*

Once approval is received from their Macaulay Advisor **and** Supervisor, it will then be reviewed by the Office of Career Development at Macaulay Honors College. Students should be on the lookout for final approval, sent via email, from the Office of Career Development at Macaulay.

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

Revisions

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 the request.

SAMPLE EMAIL

(bracketed areas are auto-filled from information on the form)

Subject: Your Internship/Undergraduate Research Learning Agreement Form Requires More Information

[date]

Dear [student_fullname]:

Your Internship/Undergraduate Research Learning Agreement Form for [job_title] requires more information. Please find details below:

Explanation

[moreinfo_message]

Please follow up with your Macaulay Advisor for guidance.

Thank you,

Office of Career Development

Macaulay Honors College
 The City University of New York
 35 West 67th Street
 New York, NY 10023
 TEL 212-729-2947
 FAX 212-580-8130
 csm@macaulay.cuny.edu
macaulay.cuny.edu

After the form has been reopened, the record will once again appear under “Forms / Evaluations.” Students can then resubmit the form.

Student Agreement Signature *

Demo Student

Notes from Career Center (Employer)

This is the employer's reason to reject

Resubmission Notes from Career Center

The advisor is requesting revisions to this form. Please fill out X, Y, Z.

Tracking Hours

Students are able to track hours on **approved** experiences by going to the “Forms/Evaluations” page on CareerPath under the Internship/Undergraduate Research Learning Agreement record.

My Account

! Please use the button below to submit an Internship Learning Agreement or Research Assistantship Commitment Form. Note: For evaluations, you must submit one of these forms first. ×

< Personal Academic Privacy **Forms/Evaluations** Emails & Notifications Mentoring Program Password Social Media >

Add New 1 result Experience

Career Development Intern Approved
Macaulay Honors College
Fall 2019

Review **Track Hours** Student Evaluation

After clicking the “Track Hours” button, under that individual record, they may enter the number of hours per week they participated in each experience by selecting “Add Hours.”

My Account

< Personal Academic Privacy **Forms/Evaluations** Emails & Notifications Mentoring Program Password Social Media >

< Placement **Track Hours** >

No Records Found
Add Hours

Add Hours ×

* indicates a required field

Week Start Date *
2019-09-09 Select Clear

Week End Date *
2019-09-13 Select Clear

Hours *
10

Cancel **Submit**

The total hours for the experience will automatically calculate.

Employers are able to see and approve the hours that the student entered during the Employer evaluation.

Communication for Final Approval

After receiving final approval from the Career Center, students will receive an email with their Macaulay advisor cc'd on the communication.

Subject: Decision | Macaulay Internship Learning Agreement

Dear [student name],

Thank you again for completing your Internship Learning Agreement on CareerPath. It has received final approval from your supervisor and the process for your internship requirement is now considered to be complete.

You may have other requirements at your campus (insert home campus); this approval only applies to the Macaulay requirement.

We wish you academic success, but most importantly, health and safety!

All the best,

Gianina Chrisman
Associate Director of Career Development

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Evaluations

Students may fill out a Student Evaluation (Note: Program Evaluation has been disabled). Employers fill out an Employer evaluation on the student's performance. Automated messages go out to remind the student/employer to fill out an evaluation; these emails provide a link to submit the information without having to login. *These are sent a month after the semester ends, each a month apart).*

Self-Evaluations

Self-evaluations give the students the opportunity to rate themselves on the progress of their professional development during their experience. They can rate and comment on the learning objectives set prior to the experience. Students can submit their self-evaluation by going to the Forms/Application page on CareerPath under the Internship/Undergraduate Research Learning Agreement record and clicking “self-evaluation.”

Employer Evaluations

Employer evaluations give the employer the opportunity to rate the students on the skills and abilities of the student’s work performance. The employer evaluations are viewable by the student if the Show the Employer Evaluation Tab on Student Interface system setting is set to yes. Students can view their employer evaluation by going to Profile | Experiential Learning | Employer Evaluation.