



Bellevue College – Center for Career Connections

Academic Internship Program

Experiential Learning (EXPRL) 191/192/193:

Academic Internship Experience

FACULTY MENTOR GUIDE

Thank you for agreeing to be a Faculty Mentor in the Bellevue College Academic Internship Program. Your participation is pivotal to the quality of this program. The following information can be used to guide your mentoring, but feel free to contribute your own ideas and shape the experience to meet the student's needs. If you have any questions or if you need additional support, please contact the Laura McCray, the Internship Coordinator, at any time.

Instructor: Laura McCray, Bellevue College Internship Coordinator

Email: lmccray@bellevuecollege.edu

Phone: (425) 564-4066

Office: B231G – 2nd floor of the “B” Building (Student Services)

Course Location: Internship site (assignments are turned in online)

Academic Internship Program Web Site: <http://bellevuecollege.edu/internships>

CONNECT! Web Site (Job & Internship Postings): <https://bellevue-csm.symplicity.com/students>

WHICH STUDENTS ARE SERVED BY THE PROGRAM?

Students who take the course EXPRL 191, 192, or 193 (Academic Internship Experience) are paired with a Faculty Mentor. They receive 2-5 credits, depending on the total number of hours they work at their internship. You can view the course syllabus for further information about course requirements.

Course Syllabus: <http://bellevuecollege.edu/careers/doc/EXPRL%20191,192,193%20Syllabus%2009-02-08.pdf>

Several departments, such as Digital Media Arts and Interior Design, offer course credit for internships, but those students register for credit within their respective department and are therefore not paired with a mentor through our program. However, the Academic Internship Program does help these students in finding and applying for internships.

HOW ARE STUDENTS AND MENTORS PAIRED?

We encourage EXPRL 191 students to select their own mentor. It works best if the student and instructor already know each other, so we recommend that they approach a current or past instructor. If the student doesn't know any instructors or can't find an instructor with time to commit, we will find a mentor for him or her.

HOW CAN I BECOME A MENTOR?

We're always looking for faculty members who are interested in supporting our student interns. If you are interested in being a Faculty Mentor, please contact the Internship Coordinator, Laura McCray, at lmccray@bellevuecollege.edu.

WHAT DOES A MENTOR PROVIDE?

Mentors help student interns by:

- Giving feedback on internship assignments
- Helping make connections between the internship experience and academic/theoretical learning
- Answering industry-specific questions
- Providing professional advice on career pathways and other career-related issues

WHAT IS THE TIME COMMITMENT?

Mentors meet with interns at least three times during the internship (beginning, middle, and end). The overall time commitment of a Faculty Mentor is approximately two hours.

WHAT SPECIFICALLY DOES A MENTOR DO?

Mentors provide guidance at the beginning, middle, and end of the internship:

- **Before the internship begins**, the mentor meets with the student to review or help establish his/her Overall Goal Statement and Three Learning Objectives. The mentor and student can use this time to discuss any other internship- or career-related topics. This can be done by email or in-person, and it must take place at least within the first 2-3 weeks of the student's internship. The mentor must email the Internship Coordinator when this is done.
- **Mid-way through the internship**, the mentor reviews the student's mid-internship reflection essay, and the mentor and student discuss the progress of the internship. Again, this can be done by email or in-person, and the mentor should email the Internship Coordinator when this is done.
- **When the internship is over**, the mentor attends the Final Presentation Meeting, which includes the Internship Coordinator, the student, and the student's internship site supervisor (if available). This takes place in the Center for Career Connections (2nd floor of the "B" Building). The student presents a summary of his/her internship and explains how he/she met the 3 learning objectives. The Internship Coordinator and Faculty Mentor ask the student questions related to the internship experience and the student's career pathway.

WHAT DOES A MENTOR GAIN?

Faculty members who have participated in the past have offered glowing reviews of the experience.

- Mentors connect with students on a personal and professional level, and they get satisfaction from helping a student succeed in their transition from school to work.
- They also gain valuable insight on the relevance of their course content to the work world.
- We also offer faculty members a \$100 stipend for their participation in the program. Check-in emails at the beginning and mid-way point must be received by the Internship Coordinator.

WHAT ARE THE INTERNSHIP COORDINATOR'S ROLE AND RESPONSIBILITIES?

The Internship Coordinator is the primary contact at Bellevue College for students and employers – both before the internship has been secured and after the student has registered for credit. The Coordinator is responsible for:

- Helping students finding a Faculty Mentor
- Monitoring the student's progress throughout the internship
- Being available to the student and employer in case any issues arise
- Attending the final presentation
- Grading assignments

WHAT ARE THE STUDENT'S ROLE AND RESPONSIBILITIES?

Students should find their own Faculty Mentor or let the Internship Coordinator know if they are unable to, in which case the Internship Coordinator will find one for the student. Once a mentor has been assigned, the student must:

- Before the internship begins, schedule a meeting with the Faculty Mentor to discuss the Overall Goal Statement and Three Learning Objectives
- Turn in the Overall Goal Statement and Three Learning Objectives to the Internship Coordinator by the 2nd week of the internship
- Mid-way through the internship, complete the Mid-Internship Reflection Essay and schedule a meeting with the faculty mentor to review the essay and discuss their progress
- Turn in the Mid-Internship Reflection Essay to the Internship Coordinator
- When the internship is over, create a Final Internship Portfolio and schedule a Final Presentation Meeting with the Internship Coordinator and the Faculty Mentor. This takes place in the Center for Career Connections (2nd floor of the "B" Building). The student will summarize the portfolio and answer any questions.

Assignments are further detailed in the course syllabus.

HOW LONG DO INTERNSHIPS LAST?

The length of an internship can vary greatly depending on the employer's needs. EXPRL 191 offers continuous registration, so a student can register at just about any point during the year. Students are given two quarters to complete their assignments. For example, if a student starts in the middle of spring quarter, they have until the end of summer quarter to complete the assignments. Because internships are independent of the quarter system, it is the responsibility of the student to inform the Faculty Mentor of the timeframe of their internship.

WHY ARE THE THREE LEARNING OBJECTIVES SO IMPORTANT?

A Learning Objective is a written statement describing specific measurable achievements that the student plans to accomplish during the internship. The Learning Objectives should relate to the job, represent the job functions and duties, assist in professional growth and development, and relate to the student's course of study or major. They need to be realistic enough to attain during the internship. Preparing Learning Objectives will provide a number of benefits, they will:

- Show the employer that the student is goal-oriented and interested in learning during the internship
- Ensure that the student and the employer have similar expectations
- Give direction to what the student learns
- Help the student get more out of the internship and allow an opportunity to focus on career goals
- Provide the student with documentation of learning outcomes resulting from the work, which give the experience academic integrity

Once the objectives have been formed, the Overall Goal Statement brings the information together to provide the "big picture" of the student's internship. It takes into account the student's objectives, plans of action, and assessment methods. The goal should be approximately one paragraph.

HOW CAN I HELP A STUDENT DEVELOP LEARNING OBJECTIVES?

Learning Objectives should be as specific as possible so that they can be evaluated at the end of the experience. They should not be something that's achieved by just showing up. They should be:

- **Specific:** It is difficult to know what someone should be doing if they are pursuing the objective of "working harder." It is easier to recognize "develop an Access database."
- **Measurable:** Make sure to define the scope of "developing an Access database" so that everyone is clear about what the objective means and when it has been met. It is easier to gauge the effort needed to "develop a simple Access database to track customer orders and shipments."
- **Realistic:** Some goals may not be realistic within the time frame of the internship. An Access database that only includes customer orders and shipments might be realistic. But if it also includes all customer purchases, contact information, complaints, payments and billing – that might be too much.
- **Rewarding:** The Learning Objectives should help the reach his/her Overall Goal and grow academically and professionally.

To see an example of a Learning Objective, see the course syllabus.

THE INTERNSHIP PROCESS

- STEP 1 -

The student attends an internship information session led by the Bellevue College Internship Coordinator (call 425-564-2279 to schedule an appointment). Topics covered include:

- Academic Internship Program requirements
- Resume, cover letter, and interviewing skills
- How to find and apply for internships
- Tips for a successful internship

- STEP 2 -

The student polishes his/her resume and then searches for internships on the CONNECT! web site. To apply for a specific position, the student sends the Internship Coordinator his/her resume and any other required documents.

- STEP 3 -

The Internship Coordinator sends the student's documents to his/her contact at the company. If the company is interested, they will contact the student to schedule an interview.

- STEP 4 -

Once an offer is made, the student and employer need to complete the Academic Internship Program Training Agreement. The student may also complete the Academic Internship Program Scholarship Application, if they would like assistance paying for the course tuition.

- STEP 5 -

The student registers for EXPRL 191, 192, or 193, writes his/her 3 learning objectives, and selects a Faculty Mentor.

- STEP 6 -

The student and mentor meet and create or revise the learning objectives. The mentor emails the Internship Coordinator once this is done.

- STEP 7 -

The student shares the learning objectives with the employer to ensure that the employer's expectations match those of the student.

- STEP 8 -

The student and mentor meet and discuss the mid-internship reflection paper. The mentor emails the Internship Coordinator once this is done.

- STEP 9 -

The student schedules a final meeting with the Faculty Mentor, the Internship Coordinator, and the internship site supervisor (if available). At the meeting, the student presents a summary of his/her internship and explains how he/she met the learning objectives. The Internship Coordinator and Faculty Mentor ask the student questions related to the internship experience and the student's career pathway.

- STEP 10 -

The Internship Coordinator issues a letter grade for the class and the Faculty Mentor receives a stipend for participating.

GETTING INVOLVED

As a faculty member, you are crucial to the success of Academic Internship Program at Bellevue College. There are a number of ways you can get involved:

Invite the Internship Coordinator to promote internships in your classroom: The Internship Coordinator can visit your classroom to promote internship opportunities. She will take 10-15 minutes to describe the Academic Internship Program, share a few current internship opportunities with students, and answer any questions. She can also share valuable job-market information and job-search advice.

Serve on our Faculty Committee for Internships and Career Connections: The Center for Career Connections has an active Faculty Committee that meets twice quarterly to advise the Academic Internship Program and Center for Career Connections staff on issues relating to internships. The committee is comprised of interested and involved faculty who are committed to providing experiential learning opportunities for students. The committee assists in curriculum development, creation of internships, linking academic disciplines, and promoting internships on campus. If you would like to learn more or join, please contact the Internship Coordinator, Laura McCray, at lmccray@bellevuecollege.edu.

Suggest an internship site: If you know of a company that might be interested in hosting an intern, please let us know so we can contact them to get the process in motion. It is very easy for employers to host an intern, and we are happy to explain our program to them.

Sponsor/Create an internship: You may want to consider hosting your own (paid or unpaid) internship in your department. Many departments on campus have taken advantage of this excellent opportunity to utilize student skills and knowledge. Or, you could sponsor an internship by working closely with an employer and the Internship Coordinator to develop a job description, identify potential candidates, and mentor the chosen student during the internship. We can help. The Center for Career Connections can:

- Articulate the benefits of an internship to both students and employers, which we have learned about from working with countless employers to develop internships
- Inform you of the Bellevue College policies and legal requirements regarding the hiring of an intern
- Provide marketing materials to attract both employers and students
- Offer the student liability insurance
- Provide the student with a scholarship to pay for the internship course tuition

For more information about sponsoring or developing an internship, you can read the "Employers" section of this web site or contact us at x2279.

Become a Faculty Mentor: And, of course, you could become a Faculty Mentor. This is an excellent opportunity to:

- Work one-on-one with a student
- In some cases, share in one of a student's first professional experiences
- Receive feedback about how the student used information from their coursework
- Gain the perspective of both a student and an employer

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