

LIBERAL STUDIES INTERNSHIP CREDIT

STEP 1: Find an internship:

- Contact organizations you are interested in interning with
 - Have an idea of a project or the type of work you would like to contribute to
 - When approaching a company or organization, be sure you are able to articulate what you would like to get out of the internship as well as what you can contribute
 - Some places to check out:
 - www.careeronestop.org – use the employer locator to identify organizations in your area of interest
 - www.gvsu.edu/careers/students - click on Career Contact Bank on left toolbar
 - <http://mich.info/michigan/business/michambers1.htm> - MI Chamber of Commerce Directory
 - http://dir.yahoo.com/Business_and_Economy/organizations/professional - Professional association directory
 - www.gvsu.edu/careers - Click on Events.
- Search internship postings
 - LakerJobs- www.gvsu.edu/lakerjobs, is GVSU's online internship and job posting board. To create an account click "Register for new account" and enter your email address as your username and "lakerjobs" (without quotations) as your first-time password
 - Experience Matters!- www.gvsu.edu/experiencematters, is a site where students write about their internship experience. While this is not an internship posting site, it does provide ideas of places and projects you may be interested in pursuing
 - Idealist.org- www.idealist.org provides many non-profit and grassroots type opportunities
- Meet with a Career Advisor
 - Career Center staff are happy to help you identify or prepare to apply for an internship opportunity. You can schedule a one-on-one appointment by calling 616-331-3311. Career Center staff also holds walk-in hours in STU 206, Monday thru Thursday, 10-noon and 1-3. Call the Career Center for dates and times.
- Talk to your peers and faculty
 - Your classmates who already completed an internship can often make great recommendations and referrals for internships
 - Many faculty members are connected within the community and may have ideas of potential internship sites

STEP 2: Complete the [online Internship Agreement Form](#)

- You will need to know your interning site supervisor's contact information (email address, phone, and address)
- You may request 1-6 credits for your internship. 1 credit hour is equivalent to 50 hours of work at your internship site. **Please note, that 2 credits of internship are required for the**

Liberal Studies degree. You are not required to take more than 2 credits.

- In the “Description of Internship” field, be sure to identify your key learning objectives for the internship. Learning objectives should include duties, responsibilities, and activities for meeting each objective.

You need to specify 3 learning outcomes that you and your site supervisor agree to achieve during the internship.

You may use this format:

1. Learning Objective: _____
Duties, responsibilities, and activities for meeting objective
2. Learning Objective: _____
Duties, responsibilities, and activities for meeting objective
3. Learning Objective: _____
Duties, responsibilities, and activities for meeting objective

E.g.

To develop and advance clear, thorough and professional patient/provider communication skills

To learn to design staged plans of care for patients and staff members

To produce spread sheets documenting levels of care for patients and staff members

- Please note you cannot access your form once it has been submitted. If you need to make changes to it, please contact:
 - Allendale/PEW: Professor Shell-Weiss (shellm@gvsu.edu)
 - Holland: Professor Shell-Weiss (shellm@gvsu.edu)
 - Muskegon: Professor Shell-Weiss (shellm@gvsu.edu)
 - Traverse City: Professor Fairman (fairmank@gvsu.edu)
 - Accelerated Cohort (GR): Professor Whipps (whippsi@gvsu.edu)

STEP 3: Register for LIB 490

- Once you have submitted your Online Internship Agreement Form, it will be reviewed by your internship site supervisor and your faculty internship coordinator.
- After your faculty coordinator has approved your internship (based on the information provided in the Internship Agreement Form) you will receive an email indicating you are able to register for your internship “class”- LIB 490. Your section number will correlate with the number of credit hours you indicated on the Agreement Form.

STEP 4: Complete the internship

- There is no “class” to attend- you will be learning on the job

STEP 5: Submit your LIB 490 Assignments

- EVALUATIONS:
 - About 3 weeks prior to the end of the semester, you and your internship site supervisor will receive an email with a link to your online evaluation. Both you and your site supervisor must complete the evaluation.
- Final assignments will be listed by your faculty coordinator.