

**Siena College
Internship Guide
for Students**





Dear Siena College students,

Welcome to the Office of Internship Programs!

The office is a dedicated campus resource for those students looking to secure an internship. The office is located in Siena Hall's Stack Center for Innovation and Entrepreneurship, suite 219D.

Internships are often an extension of the classroom. They are an important addition to resumes and can provide valuable insight into potential careers. Interns develop professional contacts and get a real world glimpse of professional life after Siena. The office and faculty work with employers from an array of industries to provide hands-on experiences.

Whether you are looking for a credit-bearing or non credit-bearing internship, this handbook, along with the Office of Internship Programs and Faculty Internship Coordinators, will assist in navigating the process.

I look forward to working with you!

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Definition of an Internship

“An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.” (National Association of Colleges and Employers).

Why Participate in an Internship?

Internships provide students with valuable hands on experience. The experience becomes an extension of the classroom where students are able to apply their classroom learning in real world situations. Internships also allow students to network with professionals in the industry. They position students for career opportunities post-graduation. In NACE’s 2017 *Job Survey Outlook* report, “nearly two-thirds of respondents this year prefer that their candidates have relevant work experience... as far as how a graduate’s work experience was gained, more than half of respondents prefer that it came from an internship or co-op.”

Internship Classification

Internships at Siena College come in two classifications: “credit bearing” and “non credit bearing”

Credit-bearing internships are a way to integrate classroom learning in a professional setting to enhance career goals. A variety of credit bearing internships are offered in all three schools. By collaborating with the Office of Internship Programs, the Faculty Internship Coordinator, and the internship site, students can receive academic credit for internship experiences. These internships may be paid or unpaid. A student must complete 40 hours of field work for every academic credit. For a three-credit internship, students must complete a minimum of 120 hours of field work over the semester. Students balance the demands of the internship with their full course load. Students need permission from their School Dean and the Office of the Vice President for Academic Affairs to take more than 19 credits in a given semester. This applies to courses taken at Siena and those taken concurrently at other colleges. Only in exceptional cases will permission be granted. Credit bearing internships will appear on a student’s college transcript and the designated 'internship course' will be included in the student’s CAPP audit

Non credit-bearing internships allow a student to pursue an internship for the experience and not for academic credit. Non credit-bearing internships are different from full or part-time employment in that there is a subject matter expert at the internship site who is mentoring and

supervising the student and providing regular feedback and guidance. There are no minimum hourly requirements.

Paid vs. Unpaid Internships

Both credit- and non-credit bearing internships can be paid or unpaid. For paid internships, students should receive a W2 from the employer for tax purposes. The employer is responsible for withholding all deductions required by federal and state income tax laws from the wages of all student employees. The courts have ruled that compensation for work performed as a student employee is remuneration for services performed for the benefit of the employer and, therefore, is taxable income.

International students on F1 visas are subject to withholding payment of federal, state, and local taxes unless they are exempt by provision of a tax treaty. In cases where a tax treaty applies, students must provide documentation to the employer on the appropriate IRS form. Information regarding tax treaties may be found in Internal Revenue Service publications.

In receiving a W2, students may be eligible for workers' compensation benefits under an employer's policy. Student interns are generally not eligible for unemployment compensation at the end of the internship.

There are industries where unpaid internships are allowed, such as public agencies, government agencies, or community, religious, or other non-profit organizations. However, the U.S. Department of Labor has announced it is providing greater scrutiny for the regulation of unpaid internships for students in private industry. Employers looking to hire unpaid interns should be well-versed on the many stipulations surrounding internships. Students should familiarize themselves with the [DOL requirements](#).

Internship Locations

While at Siena College, internships can be done domestically or internationally. There are many opportunities locally in the Capital District, right here on the Siena campus, or out of the region. Some of the sites where our students have interned include: ABC News; Ellis Medicine; General Electric; Goldman Sachs; Golub Corporation; New York Yankees; NYS Senate Independent Democratic Caucus; Nielsen Company; NYS Parks, Recreation, and Historic Preservation; Office of Senator Gillibrand; PricewaterhouseCoopers; North Colonie Central School District; New Paradigm Psychological Services; Rehabilitation Support Services; Parsons Child and Family Center and, Special Olympics... just to name a few!

How to Qualify for a credit-bearing internship

Internships

Internships offer students an opportunity to enrich and enliven their academic programs. According to the National Association of Colleges and Employers (NACE), an internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Work is supervised and evaluated in conjunction with Director of Internship Programs and the Faculty Internship Coordinator as well as a field site supervisor in the agency, institution, or business organization providing the internship. The Office of Internship Programs works to market opportunities to students and track data. Internships are generally open to juniors and seniors, and in some cases underclassmen who meet departmental and school qualifications. The student must meet with the appropriate Faculty Internship Coordinator to determine the necessary requirements including prerequisites, GPA requirements or any other academic standards which may apply.

The School of Liberal Arts, School of Business, and School of Science each offer credit-bearing internships which are field experiences integrated into the student's academic areas of interest. All credit-bearing internships require a minimum of 40 hours of field experience for each hour of academic credit. All students participating in credit-bearing internships are required to keep a journal that relates the field experience to the student's academic area of interest. School internships usually require a final paper or research based presentation that is due by the first day of the final examination period for that semester. Please consult the syllabus for requirements. Certain academic programs, such as Social Work, Psychology and Education, offer specialized internships and field placements as part of the curriculum that are run by the department and have their own eligibility and grading criteria. Such internships may also be subject to outside accrediting body standards that departments must adhere to in the design of learning objectives and outcomes as well as number of placement hours.

The following are the minimum campus-wide regulations applied to internship participation:

1. To participate as interns, students must:
 - a. Be matriculated
 - b. Have attained junior or senior standing, depending upon applicable academic department or school guidelines, and/or completed other program-specific prerequisites

- c. Be registered as a full-time student.
- d. Have electronic permission from the Faculty Internship Coordinator/department chair. (Note: The Experiential Learning Module is still in pilot testing but the intent is to have functional by the time the 2018-2019 catalog is completed.)
- e. The Dean's Office of each respective school will be notified when a student from that school is approved for an internship.

2. Internship participation is permissible during the fall and spring semesters and during the summer at the discretion of the academic department, school, or program. In order to participate in a summer internship, the student must have a minimum of 75 credits completed toward her/his degree or permission from the faculty internship coordinator if less than 75 credits and must provide a program of study (signed by the student's advisor) outlining the completion of degree requirements within twelve months. Summer internships are limited to a total of three credit hours.

3. A student may earn a maximum of twelve credit hours for all internship activity and may take only one internship in a single semester. Major programs may limit the number of internship credits that can be applied towards the major.

Planning for an Internship

There are many resources on campus to assist in finding an internship; however, success will be dependent upon a student's efforts. Generally, students should begin researching and planning two to three months in advance, but should be cognizant of industry timelines. Many Science, Technology, Engineering and Math (STEM) internships have application deadlines seven or eight months in advance. For example, it is common for STEM employers to recruit and interview candidates in the fall for a summer internship. Consult the *Digest* for informational sessions or on-campus recruiting efforts. [Career Saint](#), the job and internship posting system used by Siena College, is the best way for a student to search existing internships. These internships have been vetted by the Office of Internship Programs and the Faculty Internship Coordinators, if credit-bearing.

On Campus Resources:

It's never too early to start thinking about internships! Students are encouraged to access Career Saint and seek assistance early and often from the following departments:

- The Office of Internship Programs located in Siena Hall's Stack Center for Innovation and Entrepreneurship in Suite 219D, will assist with internship placement and navigating the credit- vs. non credit-bearing internship process. Students may make an appointment via [Career Saint](#) to meet with the director during daily office hours.
- The Career Education and Professional Development Center (CEPD), located in Foy Hall 203, provides a wide array of services in preparing students for internships. The Career Counselors will assist students in completing self-assessment inventories, exploring their interests, values, and skills, and then considering possible internships and career choices. Most internship sites will want to know something about the student, such as his/her level of education, experience, interests, personality, etc. This information can be provided with a resume and cover letter, interview, or personal contact, and assistance in developing these resources is available at CEPD. A student must have his/her resume reviewed and approved by the CEPD staff in order to apply for an internship via Career Saint.

CEPD [Resume Review Policy](#)

Career Counselors are available and can be reached by appointment via Career Saint. Peer Career Advisors (PCAs) are also available for drop-in visits during normal business hours. Check out the [PCA drop in schedule](#). Learn more about [CEPD](#)

- Faculty Internship Coordinators in each of the three Schools have professional connections in their respective fields of study. They oversee the academic aspect of the internship. Students are encouraged to meet with their advisor or faculty internship coordinator to ensure they are meeting the academic prerequisites associated with a credit bearing internship.

List of [Faculty Internship Coordinators](#)

Read more about the Internship Programs within The Schools of Business, Liberal Arts and Science:

[School of Business](#)

[School of Liberal Arts](#)

[Psychology](#)

[School of Science](#)

- [The Center for International Programs](#) located in 301 Foy Hall assists students with study abroad internships. The center can provide direction on eligibility requirements, financial guidelines/resources as well as other vital information. There are credit-bearing opportunities as well as non-credit/volunteering internship experiences available through the study abroad program.
- The [Center for Academic Community Engagement](#) located in St. Thomas More house provides academically grounded, community engaged internship opportunities. Students who participate in ACE programs enhance their academic experiences by working with nonprofit community partners in the Capital Region and beyond. Through any of their eight undergraduate programs, current students have the opportunity to build meaningful long-term relationships with nonprofit organizations while building their skills as professionals and community engaged academics. ACE members actively engage with the community by participating in both direct and indirect service, providing them experience with real-world issues such as poverty, homelessness, hunger, and social injustice. ACE's AmeriCorps VISTA program offers Siena postgraduates a chance to serve full-time in the community while developing skills as professionals and leaders.

Off-Campus Resources

A student is encouraged to use his/her network when searching for an internship. Because networking is one of the best resources with which to locate an internship, students are encouraged to talk to people within their family or friend circles who are in professional fields of interest.

LinkedIn is another resource which provides students the ability to connect with Siena alumni in their fields of study. CEPD offers review sessions to assist students with navigating LinkedIn.

Students seeking internships on their own which aren't listed on Career Saint should contact the Office of Internship Programs at internships@siena.edu. By providing the job description and hourly requirements, the office will work with the faculty internship coordinator in that particular discipline to determine if the internship has sufficient and fitting academic content to qualify as a credit bearing opportunity.

Even if the internship is not for credit, please contact the Office of Internship Programs at internships@siena.edu. The Office can serve as a liaison between the student and the site.

Study Abroad Internships

Siena College students have the opportunity to study abroad in more than 50 countries around the world. Within that experience, many participate in internships. The most popular locations include London, Shanghai, Buenos Aires, and Madrid. Please contact the [Center for International Programs](#) in 301 Foy Hall to arrange study abroad internships. Eligibility and qualifications for study abroad internships are arranged through that office. The Center works in collaboration with the School Offices and the Office of Internship Programs to ensure internship standards as defined by Siena College are adhered to.

Internships for International Students

Curricular Practical Training

Any eligible F-1 student may participate in a paid or unpaid off-campus internship that directly relates to their major with approval from the [Center for International Programs](#). To be eligible, the student must be in valid F-1 immigration status for at least two semesters and must have secured a job offer that relates to the student's field of study.

To apply, students must meet with the Center for International Programs and enroll in an internship course (exceptions apply). The processing time takes approximately two weeks and, if approved, the student will receive an updated immigration document from the Center for International Programs. There is no fee.

Length of an Internship

A credit-bearing internship normally lasts a semester, but many full-year internships are also available. The start and end dates of a credit bearing internship should be roughly aligned with the [academic calendar](#).

Non-credit-bearing internships are more flexible with start and end dates because they do not have to align with the academic calendar. Details on the length of the internship can be found within the Career Saint posting. If a student is unsure, ask the Office of Internships or the internship site supervisor.

Summer Internships

Summer credit-bearing internships are also available in the Capital Region or anywhere else the student can find a Siena approved internship site. Summer internship credits are offered at a

[reduced rate](#). The student should also familiarize himself/herself with the [summer internship housing policy](#) if interning over the summer in the Capital Region.

Housing and Transportation

Students participating in an internship out of the area are responsible for their own housing and transportation unless otherwise specified in the internship posting. Those out of town students who have summer internships in the Albany area may apply for campus housing provided they meet the eligibility criteria. **Summer housing will only be available during a certain period of time.** The College is unable to provide housing for students before or after these dates. When making plans for summer internships, students should be sure to inform employers, internship supervisors, and other individuals to ensure the requirements regarding [eligibility dates](#) for summer housing have been met.

Policies and Procedures

Code of Conduct: Students are required to follow Siena College's [Code of Conduct](#) within the Student Handbook and adhere to such conduct at all internship sites. They should maintain a high level of professionalism at all times.

Similarly, employer sites are required to adhere to the following guidelines regarding FERPA, Nondiscrimination, Title IX, Insurance and Labor Laws. Students should familiarize themselves with the following:

Federal Family Educational Rights and Privacy Act (FERPA) and Student Educational Records: Student educational records are protected by the Federal Family Educational Rights and Privacy Act (FERPA). Site will comply with FERPA and its implementing regulations. Accordingly, prior written permission from the Student must be obtained by Site before any student data, including but not limited to employment records and student evaluations, are released to anyone other than Siena College. Any access to student records shall be limited to those employees of Site with a legitimate need to know.

Nondiscrimination/Sexual Misconduct: Site certifies that it will comply with all federal, state, or local nondiscrimination laws, including, but not limited to, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990.

Siena College has in place a Sexual Misconduct policy and a Discrimination and Harassment policy that prohibit discrimination, discriminatory-based harassment, and sexual harassment directed against persons because of their race, religion, ethnicity, national origin, gender, age, sexual orientation, gender identity, marital status, protected veteran status, disability,

predisposing genetic characteristics, domestic violence victim status, or other basis identified in Federal or New York State law.

In accordance with Title IX, Education Amendments of 1972, the Policies prohibit discrimination based on sex, including sexual harassment, inappropriate touching, and all forms of sexual violence as well as intimate partner violence, dating violence, and stalking.

Discrimination and discriminatory-based harassment are unethical and unprofessional, and they are incompatible with Siena's commitment to diversity, educational equity, and the Franciscan tradition.

All officials at volunteer service sites, internships and field educational experience settings where Siena students are placed are subject to the Sexual Misconduct policy and Discrimination and Harassment policy.

These [policies](#) are available online.

To obtain a hard copy of the Sexual Misconduct policy and/or the Discrimination and Harassment policy please contact Lois Goland, Title IX Coordinator/Equal Opportunity Specialist at Siena College, at lgoland@siena.edu or call 518-782-6673.

Should any allegation of misconduct arise during the internship, the Site shall immediately notify the Siena College Title IX Coordinator/Equal Opportunity Specialist at the email address or phone number stated above.

Americans with Disabilities Act (ADA)

Students at Siena College with disabilities are protected under the Americans with Disabilities Act. According to the ADA the term "disability" means, "with respect to an individual: a physical or mental impairment that substantially limits one or more major life activities of such individual" (ADA). The government document in its entirety can be found [online](#).

Students with disabilities should work with The Office of Accessibility at Siena College. The office provides advocacy for and accommodations to students with disabilities in order to ensure equal access to educational opportunities and to empower student self advocacy. The office works to enhance the mission of Siena College and acts as a liaison for students with disabilities within the college community. The office ensures compliance with responsibilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and current amendments. The Office of Accessibility policies and procedures can be found [here](#).

Academic accommodations that students receive in class may not be the same as those needed for academic internships and/or field placements. If a student seeks a reasonable accommodation for an academic internship and/or field placement, then the student should present a written request to the Director of Office of Accessibility. The Director will facilitate an interactive process with the student, department and possibly the internship or field placement site to make an assessment and determination regarding the reasonable accommodation request. Although a

student may choose to register with the Office of Accessibility at any point, requests related to academic internships and/or field placements need to be timely as accommodations are not retroactive. Please visit the link to [Request for Accommodation for an Academic Internship](#).

Labor Laws: The Site is solely responsible for determining whether the Student is an employee of the Site under the Fair Labor Standards Act or state labor laws, and whether the Student is entitled to compensation by the Site.

[Internship Programs Under the Fair Labor Standards Act](#)

Types of Postings

There are also [policies and procedures](#) for employers as it pertains to the types of internship positions the College is willing to support.

[Students: How to Complete a Credit-Bearing Internship](#)

A credit-bearing internship requires involvement from the student, the internship site, the faculty internship coordinator, and the Office of Internship Programs.

*** If participating in a study abroad internship, please consult the Center for International Programs as the process will differ from the one outlined below.**

***If participating in a Social Work, Psychology or Education internship placement, please consult those departments as the process will differ from the one outlined below.**

Search Career Saint for credit-bearing internship opportunities

The Career Saint posting will indicate if the internship can be taken for credit. Under position type, the “Internship- Academic Credit Bearing” box will be checked. If both the “Academic Credit Bearing” and “Non Credit bearing” boxes are checked, the student has the option either to take for credit or not for credit. The Office of Internship Programs work directly with the Faculty Internship Coordinator to gain approval for credit bearing opportunities before they appear on Career Saint.

Visit the Career Education and Professional Development Office (CEPD)

CEPD will assist with resume approval/certification. They can also assist with cover letters, mock interviews, and self-assessment tools. An approved resume will be necessary to apply for an internship within Career Saint.

The student must ensure all prerequisites are fulfilled prior to applying for the internship. See the [college catalog](#) for more details. Please contact the Faculty Internship Coordinator for approval.

Apply for the Internship

The posting on Career Saint will instruct students on how the internship site would like to receive resumes.

Once the student has been offered the internship, the student should register for the internship through the student's normal registration process.

Please refer to the [college catalog](#) for a list of course codes pertaining to internships.

Internships secured after registration must be approved by the faculty internship coordinator with approval /notification to the Dean's Office of that particular school.

Begin Internship

The site supervisor should alert the student to the start and end dates for the internship. Work to establish mutually agreed upon [learning outcomes](#).

During the Internship

The student should follow the syllabus or instructions from the Faculty Internship Coordinator to complete paperwork, logs, and timesheets in a timely manner. The student should be meeting regularly with his/her site supervisor for feedback and mentoring purposes. The student should be completing 40 hours of field work over the course of the semester for every 1 academic credit.

At the end of the internship

The student should complete all final reflections, papers or projects associated with the internship, and submit in a timely manner. The Faculty Internship Coordinator will then assign a grade. Students should complete any projects or tasks the site has requested of them. Students should take the time to obtain any letters of reference and update his/her resume with the experience.

Students: How to Complete a Non Credit- Bearing Internship

A non- credit bearing internship requires involvement from the student, the internship site, and the Office of Internship Programs.

*** If participating in a study abroad internship, please consult the Center for International Programs as the process will differ from the one outlined below.**

***Social Work students are encouraged to use the Office of Internship Programs for non-credit summer internships which may be paid or unpaid.**

Search Career Saint for non- credit bearing internship opportunities

The Career Saint posting will indicate if the internship is non- credit. Under position type, the “Non Credit bearing” box will be checked. Visit the Office of Internship Programs if there are questions. If a student finds an internship on his/her own, be sure to email the Office of Internship Programs so the office can serve as a liaison.

Visit the Career Education and Professional Development Office (CEPD)

CEPD will assist with resume approval/certification. Staff can also assist with cover letters, mock interviews, and self-assessment tools. An approved resume will be necessary to apply for an internship within Career Saint.

Apply for the Internship

The posting on Career Saint will instruct students on how the internship site would like to receive resumes. The internship site will dictate the interview method and schedule.

Begin Internship

Once the student has been offered the internship, the student should speak to the site about a start date.

During the internship

The student should be meeting regularly with his/her site supervisor for feedback and mentoring purposes.

At the end of the internship

Students should complete any projects or tasks the site has requested of them. Students should take the time to obtain any letters of reference and update his/her resume with the experience. Lastly, students are asked to complete a short survey administered by the Office of Internship Programs upon completion of the internship.

Thank you for participating in Siena College’s internship program!

