Contact Information

Academic Internship Program

Director
Lynne Montrose • 303-458-1809 • lmontros@regis.edu

Assistant
Joy Detra • 303-964-5234 • cdetra@regis.edu

Academic Internship Program website:
www.regis.edu/collegeinterns

Resources

For help with your resume, practice interviews, career counseling, career fair information, and job search assistance:
Career Services • 303-458-3508
Email resume • careers@regis.edu
Regis Writing Center • 303-458-4039

For questions regarding the application of internship credits in your department:
Contact your department Chair

For questions regarding registration:
Registration Specialist • 303-458-1652 • dpaiz@regis.edu

For questions regarding your student account:
Student Accounts • 303-458-4126
**Top Five Reasons to do an Internship**

**Reason number 5**  
**Individualized Faculty Mentoring**  
The Internship encourages you to work one on one with a faculty member from your major academic department. Your faculty sponsor will work with you individually to guide your internship and show you the connections between the theory of your academic discipline and the real world application of your major at your internship site.

**Reason number 4**  
**Personal Growth**  
No matter in which academic discipline you are majoring in, an internship challenges you to grow and develop as a person. You will have a chance to improve your time management skills, polish your professional skills, and mature as a person as you navigate through the culture of your internship organization.

**Reason number 3**  
**Skill Development**  
You will be able to hone specific skills that you wouldn’t get in a classroom. These skills will enhance your marketability after you graduate.

**Reason number 2**  
**Career Planning**  
The internship is your opportunity to explore career options from an insider’s perspective. You can network and ask questions of the professionals you meet at your internship. Many students validate their initial career choice; sometimes the internship confirms that another path would be a better choice.

**And the number one reason to do an internship is**  
**Job Seeking Skills**  
By engaging in the search process, crafting a resume, searching potential internship sites and interviewing with several site supervisors, you learn the skills of job finding. These skills will serve you well long after you have graduated. These skills are essential for finding a job or for applying for graduate school.

**Expectations**

**AIP Responsibilities:**
- An organized system for finding internships
- Responsive communication to your questions
- Access to career counseling, resume writing, interviewing skills, essay critique, an online database of internships, personal support, and coaching
- Centralized administration for registration & evaluations
- Clear guidelines & an orientation to the process

**Student Responsibilities:**
- Initiative and commitment to the process
- Willingness to meet timeliness and deadlines
- Energy in searching out possible internship sites
- Writing and producing a resume for this purpose
- Your faculty sponsor will be assigning your grade at the conclusion of the internship so it is very important that you meet with your sponsor to determine their academic requirements. If you do not know who to approach as your faculty sponsor, please check with the AIP, your advisor, or the head of the department in which you are doing the internship. Your faculty sponsor helps you establish learning objectives for your internship. The AIP has created a “Learning Contract” which can be downloaded from the AIP website. This form may be used to help develop learning objectives with your faculty sponsor.
- In addition to the 120 hours spent at your internship site, each department has academic requirements. Each department has a specific syllabus for the internship. Some of the syllabi can be downloaded from the AIP website.
• Make sure that the email address you provided is the account you check most frequently; we communicate through email so it is crucial that you begin checking your email regularly.

• Communication with AIP office should problems, absenteeism, or other issues arise during the internship.

• All interns are covered under Regis’ insurance for Workers Compensation if the employer is NOT providing coverage. Review the Workers Compensation information noted in this handbook so you know what steps to take should you get injured on the job.

• Keep track of your hours. Your supervisor must report the amount of hours you have worked on the Mid-term and Final Evaluations, but it is your responsibility to keep a log of your hours.

Policies

• Students seeking an Internship or Field Experience must have a minimum cumulative grade point average (GPA) of 2.500.

• Students on disciplinary probation are not permitted to participate in Field Experience or Internship.

• Students must meet with both the Director of Academic Internships and the faculty sponsor to be accepted into the program.

• To allow for adequate job development, students should begin the internship process one semester prior to the semester in which they intend to participate.

• Students who find an internship on their own MUST have the internship approved by the appropriate faculty sponsor and the Director of Academic Internships.

• Placements must be 12-15 weeks in length with a minimum commitment of 10 hours per week for a minimum total of 120 hours.

• Placements should run concurrently with academic semesters as follows: Fall (Sept. - Dec.), Spring (Jan. - Apr.), or Summer (May - Aug.).

• Students who wish to take an internship in the summer must register for credit with summer school. Summer internships require tuition payment for a 3-hour summer school course.

• Students will only receive credit for internships that they have registered for. NO RETROACTIVE CREDIT WILL BE GIVEN FOR INTERNSHIPS COMPLETED DURING A PRIOR SEMESTER.

• Internships may be paid or unpaid.

• Internships are part of your educational program, carefully monitored, and evaluated for academic credit.

• An important element that distinguished an internship from a short-term job or volunteer work is that an intentional “learning agenda” is structured into the learning experience.
Steps to Securing Your Internship

1. Orientation - Call 303-964-5234 to schedule an appointment or stop by the Academic Internship Office.

2. Meet with the Director of the Academic Internship Program to discuss your goals and interests for the internship.

3. Develop/Update your resume - To interview with companies for an internship position, you need to have a comprehensive and current resume. Career Services is available to help you develop/update your resume. You may attend Open Resume Hours: Wednesdays, 1:00-2:00 or Thursdays 4:00-5:30 or you may call 303-458-3508 to make an appointment. They will also conduct practice interviews if you need assistance.

4. Create an account on CareerLink and begin searching the online database of over 1000 internship possibilities! (see instructions on the next page).

5. Generate a list of 5-7 internship possibilities and send an initial email to the company you have identified as possible sites and attach your cover letter and resume for their review. Express your interest in the position and request an interview.
   - Be sure to call the company after they have received your resume to schedule an interview. You should call within 3 days after the resume has been sent.
   - If you need more resources in which to look for an internship, go to Where Else Can I Look?” on page 11. *PLEASE NOTE: THE INTERNSHIP PROGRAM IS AVAILABLE TO SUPPORT YOU DURING THIS PROCESS. FEEL FREE TO CALL, EMAIL OR STOP BY ANYTIME IF YOU ARE EXPERIENCING DIFFICULTIES.

6. Internship Site Secured — Now you need to REGISTER!
   - Email the Director of the Internship Program the contact information of your site supervisor (name, email, and phone number) so the Confirmation Letter can be sent.
   - REGISTER! Stop by the Internship Office and pick up a registration form. Fill out required information, sign it, have your faculty sponsor sign it and drop it off to the Internship Office NO LATER THAN THE LAST DAY OF DROP/ADD IN THE APPROPRIATE SEMESTER.

7. Establish learning objectives - Contact your faculty sponsor to set up a time to discuss the syllabus and/or their academic expectations.

Using Regis CareerLink to Access Internship Postings

Log On
- Go to www.ecampusrecruiter.com/regis
- If you already have an account; log in with your first initial, last name, and last four digits of your phone number (i.e. asmith1234).
- If your login doesn’t work; contact Career Services at the email and phone numbers below.
- Your password is your date of birth as shown on the screen (i.e. 02/02/53). If you chose a different username and password combination when you created your profile, use that username and password.

If You Don’t Have an Account
- If you have never logged on to Regis CareerLink, you can request an account by clicking on Students and Alumni.
- Career Services will notify you by email when your account is activated. Current students can get a RegisNet email account at insite.regis.edu.

Searching for Internship Opportunities
- Click on AIP Internships (left side of screen)
- Fill in the following fields to create search criteria:
  - Job Type: highlight any/all areas of interest (hold ctrl while highlighting multiple categories)
  - Job Location: highlight Colorado—Denver/Boulder/Greeley
  - You can also put keywords into text box
- Click Search

Viewing Postings
- Click on the Job Title to find out more about that specific internship
- OR
- Click on the Employer to find out more about the company/organization

Please note: many employers hire interns every semester. Therefore the “date posted” may be older, but as far as we know they are still hiring interns.

If you have any questions about Internships posted on CareerLink or the Academic Internship Program, contact Lynne Montrose at 303-458-1809 or Joy Detra at 303-964-5234, or stop by our office located in the Coors Life Directions Center. www.regis.edu/collegeinterns. If you have questions about Regis CareerLink, contact Regis University Career Services at: careers@regis.edu or 303-458-3508
Interviewing for an Internship

Things to remember
- Arrive on time (you should arrive 15 minutes early so you can relax and review what you want to say).
- Use a firm handshake.
- Make good eye contact.
- Dress appropriately and professionally.
- Send a brief thank you note immediately after the interview.
- Follow-up: call a few days after the interview to see if a decision has been made.

Possible Interview Questions
- Tell me about yourself.
- Why are you interested in this internship?
- Give me an example of a time when you demonstrated initiative.
- Describe a time when you have been a member of a team. What role did you play on the team? How effective were the other team members? What was the end result of the overall team effort?
- What do you consider to be your greatest strengths? Weaknesses?
- What motivates you to put forth your greatest effort?
- How has your college experience prepared you for this job?
- Why should I hire you for this internship?
- What do you know about our organization?

At Your Internship

Starting your Internship –
- Review Expectations for Professional Behavior.
- Confirm that your academic plan is in place with your faculty sponsor.
- Confirm you are registered for the internship.
- Negotiate start and end dates with your site supervisor as well as any vacation plans.

During your internship –
- Mid-Term & Final Evaluations - will be emailed to your site supervisor. These will be forwarded to your faculty sponsor. We encourage you to be involved in this review process and encourage your supervisor to complete it on time.
- On-Site Visits – The Director of the AIP will visit 10 sites each semester. If you are selected for an on-site visit, a brief interview will be conducted with you, your supervisor, and the Director of the AIP. A digital photo will be taken and sent to your faculty sponsor with a brief synopsis of the visit. Your photo may be utilized on our website and other marketing materials.

Wrapping up your Internship –
- You will receive an online Post-internship Evaluation as you finish up your internship. Please take some time to reflect on your experience and complete the form. We sincerely appreciate your honest feedback about your experience.
- If your internship is not completed within the semester timeframe, YOU must request an incomplete. The request forms are located in the Dean’s Office in Loyola Hall.
**Expectations for Professional Behavior**

The following is expected of you as an intern representing Regis University:

- Your conduct should make the employer want to host students from Regis in the future.
- Maintain confidentiality regarding work-related personnel and projects at your site.
- Understand what constitutes a permissible work absence and who the contact person is to notify if absent.
- Changes in your work duties, supervision, or problems at your site must be reported to the Regis AIP.
- Let your supervisor know if you will be absent from work during any Regis holidays and/or academic vacations. It is important to remember that the company does not function on an academic calendar, so keep your supervisor informed of your schedule.
- If you feel victimized by a work-related incident, you should contact Lynne Montrose immediately at 303-458-1809.

**Professional and Ethical Behavior**

- Be positive and supportive.
- Keep an open mind; avoid jumping to conclusions; try to make informed judgments.
- Be observant – see how people organize their ideas and respond to situations.
- Communicate - keep people informed in a useful and succinct way, listen, and ask questions.

- Be fair, considerate, honest, and cooperative when dealing with co-workers.
- Assert yourself and your ideas in an appropriate and tactful manner.
- Seek feedback from your supervisors, accept suggestions for corrective changes in behavior, and attempt to improve performance.
- Dress appropriately.
- Follow through with commitments.
- Do not conduct personal business during work hours – i.e. use computers at work for personal reasons.
- Be prompt and on time to work and carry out assignments; give it your best effort.
- Cell phones should be used for emergencies only.
- Remain drug and alcohol free at your internship.

Download “10 Tips for Making Your Internship Successful” from the AIP website for some helpful hints in making your internship experience a success.
Workers Compensation

In the event you incur an injury while at your internship:

- Immediately contact your supervisor, LaDana Gaddis, Benefits Administrator (303) 458-1869 or Human Resources Front Desk Staff (303) 458-4161. Confirm treatment at the chosen designated facility is authorized by the designated representative(s).

- You must complete and provide to the Department of Human Resources a First Report of Injury Form within 24 hours of the injury (available in HR).

- In an emergency situation contact 911. You may be taken to any physician or medical facility that is able to provide the necessary care. When emergency care is no longer required you must receive follow up care at one of the designated authorized medical providers from the attached list.

- You have the right to make a one-time change between the listed designated medical providers by giving notice within 90 days of the injury, but before you reach maximum medical improvement (MMI). You are required to request the change in writing by completing the Division of Workers’ Compensation form Notice of One-Time Change of Physician & Authorization for Release of Medical Information (available in HR). Upon completion this form must be submitted to the following parties:
  - the current treating physician
  - the designated provider you are requesting to see
  - a Regis authorized representative (listed above)
  - Liberty Mutual Insurance

The workers’ compensation insurance carrier for Regis University is:
Liberty Mutual Insurance Group
10770 East Briarwood, Suite 200
PO Box 3539
Englewood, CO 80112-3539
(303) 708-8260

Preferred Initial Provider
Concentra Medical Centers
HealthONE Clinic Services, LLC

Should you receive after hours, urgent or emergency department care first, you must select one of the providers designated for your campus location for whatever follow-up care is necessary.

- Employers must designate at least two medical providers to treat employees injured on the job. This is a departure from the law in effect prior to January 1, 2008, which requires only one designated provider. Exception: For employers in rural areas where there are not four providers within 30 miles, employers are only required to designate one medical provider.

- The two medical providers must be at two distinct locations without common ownership. Exception: If there are not two providers at two distinct locations within 30 miles of each other, then employers may designate two providers at the same location or with shared ownership interests.

- Employers that are health care providers or governmental entities that currently have their own occupational health care provider systems may designate health care providers from within their own systems and need not provide an alternative physician or corporate medical provider from outside their own systems.

- Employees can obtain a one-time change in the designated provider by giving written notice to the employer/insurer within 90 days after the date of injury but before reaching maximum medical improvement (MMI).

- At the time of injury, the following information must be provided to the injured worker in writing:
  - Names and contact information of the two designated medical providers
  - Name and contact information of the employer’s authorized representative(s)
  - Name of the employer’s workers’ compensation carrier, or, if none, that the employer is self insured

- If circumstances preclude providing the information described above at the time of injury, the list must be provided by verifiable means within seven business days of the injury notification date.
Your Internship Experience

Before you make sure you've fulfilled all of your responsibilities and tied up loose ends, don't forget to ask for a written reference. The time to ask is before you leave as your performance will be fresh in your supervisor's mind. It's risky to contact your supervisor weeks or months later, when he/she may be busy with other things, may have moved to a new job, or may have forgotten the quality of your work.

After you leave

- Send a thank you note: your letter should convey your appreciation for the experience, a sense of what you learned, gratitude for any references written on your behalf, and your contact information.
- Fill out a Post-internships evaluation online: you will receive an email with this link.

Reflecting on what you've learned

When you've finished your internship, it's important to reflect on what you've learned, in addition to the concrete tasks you performed and the skills you developed. What did you learn about:

Your preferred physical work setting?
- What made your internship setting comfortable? Uncomfortable? Irritating? So-so?
- What would you change if you were the boss?

Your preferred relationship to colleagues and clients?
- Do you like to go to colleagues or have them come to you? Would you rather be on a team or working independently? Would you prefer to seek out clients or have them come to you?

Your preferred work pace?
- Did you feel stressed? Were there boring times? Are you comfortable with frequent deadlines, or would you rather work in a setting that allows for the development of a project over time?

Your preferred balance of tasks?
- Was it more fun to have a mix of tasks every day or did you look forward to the days when you'd be working steadily on the same task?

Your preferred way of being supervised?
- Do you prefer close supervision or more independence? Do you prefer to meet formally with your supervisor or catch him/her “on the run” as needed?

Where Else Can I Look?

CareerLink is a great resource but there are many other places you can search for an internship:

- Visit the AIP website: www.regis.edu/collegeinterns and check out various Web Resources and Jesuit Internship sites.
- NETWORK! Tell family and friends that you are looking for an internship.
- Internet Search Engines: For example, type Political Science Internship in Washington, D.C. into Google.com.
- Talk with Faculty Members: Ask faculty in your department if they have any contacts or ideas.
- State Government Internships: Go to http://www.colorado.gov/colorado/agencies.html; choose the agency of your interest and go directly to their website.
- Websites for Professional Organizations in Your Field: For example, the American Psychological Association (APA).
- Contact Regis alumni: Check with the Alumni Career Network in Career Services.
- Conduct and informational interview with someone in your field to get more ideas.
- Check with the Internship Office: See where past interns have been placed.
Your key to a brighter future