

College Requirements

- All proposed internships must relate to the student's academic field of study.
- All students must have their proposals approved prior to the start of the internship.
- Any change in the location of an internship requires a new proposal.
- 120 hours at the internship site are required.
- Additional assignments, outside of the field experience, are required as described in the course syllabus.
- Two credits are granted for the successful completion of each 120-hour internship course.

Sponsor Responsibilities

- Provide an internship opportunity of at least 120 hours.
- Provide an orientation to your organization.
- Assist the student in establishing goals for the internship.
- Set clear expectations. Discuss work expectations, responsibilities, how work is evaluated, and workplace policies and procedures.
- Place the student in the type of activity that provides maximum exposure to the major field of study.
- Provide a workspace for the student.
- Provide ongoing supervision and direction to the student.
- Complete a final evaluation on the student's performance during the internship and a timesheet confirming the hours worked. Forms are provided by the College.
- Notify the College if the student does not meet the agreed-upon work expectations or number of hours.
- Financial compensation is not required by the College. The matter is left entirely to the individual organization.

ENDICOTT COLLEGE INTERNSHIP PROGRAM

The mission of Endicott College is to instill in students an understanding of and an appreciation for professional and liberal studies. Deeply woven within this philosophy is the concept of applied learning, which has been the hallmark of Endicott. Linking classroom and off-campus work experience through required internships remains the most distinguishing feature of the College.

Endicott has a vision for the total development of the individual within a community that fosters an appreciation of diversity, international awareness, community service, and moral and ethical values. Endicott is an innovative and vibrant, student-centered institution that supports undergraduate and graduate students in their pursuit of knowledge.

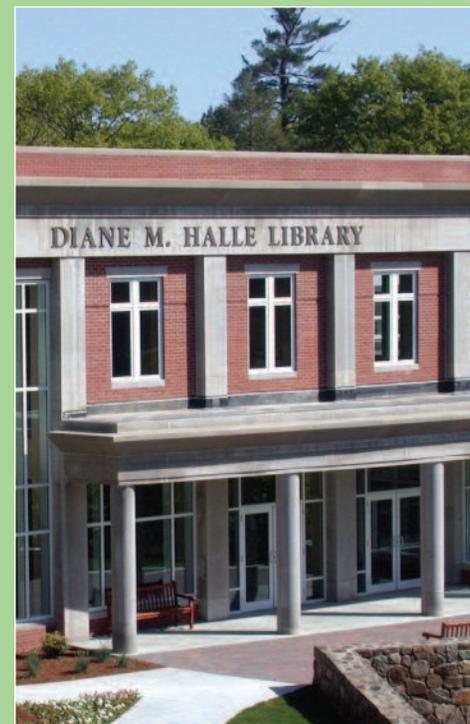
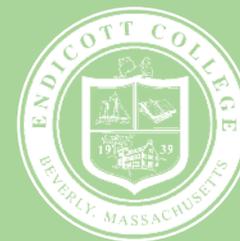
Common threads run through the fabric of the Endicott experience: increased self-confidence, stronger professional skills and technological competencies, and perhaps the most valued of all, lives open to change.

Contact us:

Internships at Endicott College are established through full-time internship faculty working in conjunction with the schools of the College. For more information about the **Endicott Semester Internship Program** please call (978) 232-2330 or see our website at www.endicott.edu/internships

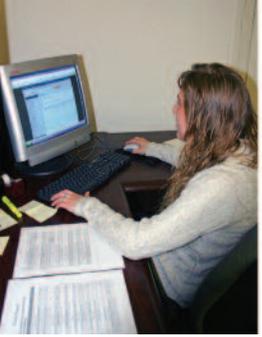
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ENDICOTT COLLEGE INTERNSHIP PROGRAM

THE 120-HOUR INTERNSHIP
Field-Based Learning Program



**Introduction:
Internship and the Endicott Experience**

The Endicott College 120-hour Internship is a two-credit experiential learning course in which students complete a structured 120-hour internship, and related academic assignments. Students attend a series of pre-internship classes prior to their first internship. This course is a part of each student's educational requirements at Endicott College. Through the internship field experience, students have the opportunity to gain exposure to a work-environment related to their major, develop essential professional skills, make professional contacts, share their ideas, and apply what they have been learning in school. Sponsors gain interns who are eager to contribute and learn from their internship mentor!

Student Responsibilities

- Complete all pre-internship course requirements.
- Discuss concerns with your Internship Coordinator.
- Submit your Internship Proposal for approval by your Internship Coordinator. Do not commit to your site prior to receiving approval by your Internship Coordinator.
- Confirm with your internship site in the weeks prior to the start of your internship.
- Understand expectations for start date, time to arrive at work, and dress code.
- Draft your internship goals, and meet with your supervisor during the first week to receive feedback and suggestions.
- Perform all internship duties with willingness, courtesy, and interest.
- Be sure that your signed timesheet and completed Supervisor's Evaluation are returned to the Internship Office before leaving the internship site.
- Promptly bring to the attention of your Internship Coordinator any concerns or problems you have while out on your internship.

**Endicott College wishes to thank our
Internship Sponsors for their individual
support and dedication...**

Recent Internship Sites

A partial list of organizations that have sponsored Endicott interns in the past:

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| Abiomed | Massachusetts State Police |
| Arnold Worldwide | Mathworks, Inc. |
| Avid Technology, Inc. | MIT |
| August A. Busch & Co. | New England Aquarium |
| Boston College Athletics | New England Biolabs |
| Burt Hill | Peabody Essex Museum |
| CBS Radio | Point One Architects |
| Cell Signaling | Priceline.com |
| Chanel | Puma |
| Child Abuse Prevention Council | Putnam Investments |
| Citizens Bank | Reebok International |
| Clear Channel Communications | Rockport Publishers |
| Computer Science Corporation (CSC) | Citi Smith Barney |
| Converse, Inc. | Softbank Capital |
| Cosmopolitan Magazine | State Senator James E. Timilty |
| CVS Corporate Headquarters | Stonewall Kitchen |
| Deutsche Bank AG–Bangkok | SUBWAY Corporate Office |
| EBSCO Publishing | Sun Life Financial |
| ESPN–Winter X Games | Sustainable Development Commission – London |
| Fidelity Investments | TD Banknorth Garden (Boston Bruins) |
| Four Seasons Hotel | The Albany Institute of History and Art |
| Glamour Magazine | Therapeutic Equitation, Inc. |
| IBM | The Winston Churchill Museum–London |
| IDG World Expo | Windrush Farm |
| ING | Worcester Police Department/ Crime Data Analysis |
| Japan Society of Boston, Inc. | Woods Hole Oceanographic Institute |
| Joshua Eaton Elementary School | |
| Kraft Sports Group | |
| London Capital Club | |
| L'Oreal | |

Baccalaureate Programs of Study

- Accounting**
- Athletic Training**
- Biology/Biotechnology**
 - Environmental Science
 - Pre-Professional
- Business Administration**
 - Entrepreneurial Studies
 - Finance
 - International Business Management
 - Management
 - Marketing
- Communication**
 - Advertising
 - Contemporary Journalism
 - Digital Film Making
 - Media Studies
- Computer Science**
 - Interactive Computing Technologies
- Criminal Justice Education**
 - Liberal Studies Teacher Licensure/Early Childhood Education
 - Liberal Studies Teacher Licensure/Elementary Education

- English**
 - Creative Writing
 - Literary Studies
- Environmental Science**
- Fine Arts**
 - Creative Arts Therapy
 - Studio Art
- History**
- Hospitality Management**
 - Events Management
 - Senior Community Management
 - Spa and Resort Management
- Human Services**
- Interior Design**
 - Sustainable Design
- International Studies**
- Liberal Studies**
- Nursing**
- Physical Education Teacher Licensure**
- Psychology**
 - Criminal Justice
 - Human Services
- Sport Management**
- Visual Communications**
 - Graphic Design
 - Photography