



School of Human Ecology
UNIVERSITY OF WISCONSIN-MADISON

ESTABLISHING AN INTERNSHIP WITH SoHE

In the School of Human Ecology (SoHE), internships are professional learning experiences for which students can receive academic credit. Internships are a vital part of student career development and a highly valued component of the undergraduate curriculum. High-quality internships foster student development by bringing theories and classroom-based learning to life in real-world settings. In addition, internships give students the opportunity to explore careers related to their major, gain relevant experience in their field(s) of interest, and develop a better understanding of what is expected in a workplace by performing the tasks of a professional in that field.

If your company or organization is interested in offering an internship related to any of the six SoHE majors, please read through the following requirements to ensure the experience would count for academic credit. Majors are as follows:

- Community & Nonprofit Leadership
- Human Development & Family Studies
- Interior Architecture
- Retailing & Consumer Behavior
- Personal Finance
- Textiles & Fashion Design

Students across all SoHE majors must meet the following criteria in order to receive academic credit for an internship:

- Have junior or senior standing (i.e., completion of at least 54 credits) by the time they start the internship.
- Submit the appropriate internship verification paperwork to the SoHE Student Academic Affairs and Career Development Office no later than one week prior to the term in which they are pursuing credit.
- Enroll in the appropriate major-specific internship course for the concurrent term. Enrollment is granted once the internship experience is approved by the SoHE Student Academic Affairs and Career Development Office.
- Complete a minimum of 150 hours at the internship site throughout the semester and receive a passing grade in order to receive the 3 academic credits associated with the SoHE Internship course.

INTERNSHIP REQUIREMENTS

To ensure that an internship is educational in nature and eligible for academic credit, all of the following criteria must be met in order for the experience to be approved by SoHE:

- The internship should directly relate to the student's major and career goals and provide an opportunity for students to apply their classroom-based learning to a real-world setting.
- The host site must provide a detailed job description that clearly explains and outlines the duties of the internship. Internships should be more than "job shadowing" a professional within the organization and instead have a strong focus on training, learning and development.
- Clerical work (e.g., data entry, copying, filing, stuffing envelopes, answering phones), sales associate, or cashiering duties will be limited to no more than 25% of the intern's responsibilities.

- Interns will be assigned a direct on-site supervisor who will provide training related to organizational policies and procedures and the responsibilities outlined for the position, in addition to assigning and overseeing meaningful work for the student to complete on a daily/weekly basis. On-site supervisors cannot be a parent or relative of the intern.
- The employer or supervisor will develop specific performance objectives and a training timeline for the internship and provide the intern with varied and increasing levels of responsibility within the organization under the direction of their supervisor.
- Interns will collaborate with their supervisor and/or co-workers to develop and complete an independent project during the internship if required by their department.
- The supervisor and the intern will mutually agree upon a work schedule to ensure s/he completes the 150 minimum hours required to receive academic credit for the internship.
- The supervisor agrees to complete a midterm and final evaluation of the student's performance during the internship. Evaluations should be discussed with the student prior to submitting them to SoHE.

POSITION DESCRIPTIONS

To create an internship experience for SoHE students, please develop a detailed position description that includes the following:

- A brief overview/description of the company or organization and a link to the website
- A description of the intern's duties and responsibilities
- Any minimum required and/or preferred qualifications a student must have to be considered for the internship, such as prior knowledge, skills, major, year in school, GPA, etc.
- Specific projects, training, events, trade shows, or seminars the intern will be involved in (if applicable)
- The semester(s) in which you desire an intern to work (FALL: September-December; SPRING: January-May; SUMMER: June-August)
- Desired hours/schedule you would like the intern to work
- Compensation/salary/stipend for tuition (if applicable)
- Transportation needs (i.e., are you on the bus line, does the student need a car, etc.)
- The name and email address of a person to contact and application instructions

When the position description is solidified, please post it to BuckyNet, UW-Madison's primary internship and job database connecting students, employers and alumni. To create an account and post your position, please visit <https://sohe-wisc-csm.symplicity.com/employers/> and click "Register and Post Local Job." Your account registration and job posting will be sent to the Student Academic Affairs & Career Services office for approval. Once approved, the position will become live for students to view. Once the posting is active on BuckyNet, we will link to it in the weekly Career & Leadership Digest email that provides all SoHE students with information about relevant career-related and professional development opportunities.

CONTACT INFORMATION

Please contact the SoHE Director of Career & Leadership Development if you have any questions about developing and posting an internship experience for SoHE students:

Student Academic Affairs & Career Development Office

School of Human Ecology, 1194 Nancy Nicholas Hall

1300 Linden Drive, Madison, WI 53706

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Thank you for your interest in fostering the professional development of our students via an internship with your organization!