

# KEY INTERNSHIP PROGRAM



*First for Women*

WESLEYAN



## A LETTER FROM IVY WORD *Director of Career Development*

Thank you for your interest in Wesleyan College's KEY Internship Program. This guide aims to explain the internship process and to highlight reasons why Wesleyan College is the perfect place to turn to for your employment needs.

Why do we call it the KEY program? Because through internship experiences, we want students to unlock their career development potential by...

**K**nowledge  
**E**xperience  
for **Y**our future

As the first college in the world chartered to offer degrees to women, Wesleyan College has been preparing women for success since 1836. We are proud that our students are ready to live lives of leadership and service and that their liberal arts education, with its challenging coursework, ensures our students will thrive in the workplace. Our students are professionally ready! Through our four year professional development program you will find Wesleyan students to be **Team Oriented**, **Critical Thinkers** and **Effective Communicators**.

In today's competitive job market, colleges across the country are turning to career development as a cornerstone of their undergraduate curriculum. By offering an internship, you are providing students an opportunity to strengthen their professional development and career exploration. An internship also provides key developmental opportunities for your staff, including project development and supervisory skills.

Wesleyan College students' diverse perspectives, experiences, and skills bring value to any organization. Contact us today to find out more on how your organization may be involved in this program. We strive to be a resource for you and your organization.

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# HIRE WESLEYAN

## Employer Internship Guide

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. 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."

Internships are KEY to Wesleyan's four year career development plan, as they allow our students to take the skills they have learned in the classroom and use them in the workforce.

### **INTERNSHIPS, WHETHER VIRTUAL OR IN-PERSON, SHOULD CREATE AND DELIVER A WELL-BALANCED EXPERIENCE FOR STUDENTS THAT ALLOWS THEM TO:**

**LEARN** about your organization.

**FOCUS** on professional development.

**ENGAGE** in meaningful projects and work that will help to develop their overall ability to become a valuable team member in the future.

#### **WHAT CONSTITUTES AN INTERNSHIP:**

- Supervised work experience with intentional learning outcomes and goals.
- An environment where students can ask questions about the work, field or career paths.
- Educationally enriching projects which outline responsibilities, mentoring, quality training, supervision and evaluation.
- Regular meetings with the supervisor to provide feedback on the student's performance.
- 75% of assignments would involve autonomous projects and progressively increased levels or responsibility so students can show initiative and creative problem-solving. Clerical work should be kept to a minimum.

#### **WHAT AN INTERNSHIP IS NOT:**

- An unsupervised job with tasks unrelated to career experience and growth.



### **WHAT WILL EMPLOYERS GAIN:**

- Motivated and well-rounded liberal arts students
- High quality work
- Fresh perspectives on organizational systems.
- A talent pipeline of potential future employees.
- Increased visibility of your company, nonprofit organization or agency on our campus



## WHY WESLEYAN?

Wesleyan College students develop a wide range of skills and knowledge throughout their college experiences. As a liberal arts college, Wesleyan teaches students how to think critically, how to learn and how to see things as a whole. In addition to a robust curriculum, Wesleyan students learn to incorporate six key skills which are invaluable for success in careers and life. This combination of academics and crucial skill development equips Wesleyan women with a unique perspective that makes them highly competitive and successful in whatever fields they choose. Hire a Wesleyan College intern and see for yourself!

**Professional Communication:** The ability to understand and explain information and ideas clearly and effectively in a variety of settings. Professional communication encompasses written, oral, visual, and digital communication.

**Data-Informed Decision Making:** The ability to collect, analyze, and evaluate various types of data to guide decisions.

**Creative Problem-Solving:** The ability to identify core issues, evaluate multiple solutions, and create innovative approaches to effectively address problems.

**Inclusive Teamwork:** The ability to understand multiple perspectives, find common goals, and collaborate with others to achieve team objectives.

**Change Management:** The ability to evaluate areas of necessary change, navigate complex systems, and facilitate new projects or initiatives to produce the desired change.

**Civic/Community Engagement and Service:** The ability to understand both individual and group responsibility for community change, and apply that knowledge to improve one's local, national, and global community.



## WHAT EMPLOYERS HAVE TO SAY ABOUT WESLEYAN INTERNS:

*"[The student] takes initiative in developing and completing projects. On more than one occasion, [she] used her time effectively to complete the tasks on her plate and even initiate more projects. One of the things I appreciated most about her as an intern is that she would see a need, and take it upon herself to work to address it. Many new developments came from her initiative." - A higher education professional*

*"[She] is a tremendous student who loves to learn. She has solid communication skills, tremendous writing skills, and the ability to adapt to any learning environment." - A business professional*

*"The student worked with us virtually and was great at staying in touch...we appreciate her ability to change at the drop of a hat!" - A non-profit professional*

*"[The student] is forward thinking and possesses problem solving skills that will be beneficial to her throughout her life." - A secondary education professional*

*"Given the choice between harder and easier tasks, [the student] preferred to tackle harder work so she could learn new skills..she requested help when needed, and was very easy to work with." - A real estate professional*

At the conclusion of each internship, employers are asked to rate a student's overall performance in their role. Over 90% of employers rated a Wesleyan College student as "above average" or "outstanding."



## CREATING AN INTERNSHIP

Creating an internship experience for a Wesleyan student is relatively easy. The Center for Career Development will be happy to assist to make sure you have all you need to create a valuable experience for both you and our students.

### To begin, be sure your internship meets the following requirements:

- Semester internships can be completed over the entire 15 week semester or the 8 week split-term semester; students are required to work a minimum of 48 hours over the course of the semester. Internships may be completed in-person or virtually.
- A student may not intern for academic credit with any organization where they have been employed before, unless the internship supervisor verifies that the intern's duties will be substantially different from their paid job.
- All students and supervisors must complete midterm and final evaluations, which will be distributed electronically by the Center for Career Development.
- Wesleyan College works with established organizations to coordinate internship opportunities. Therefore, a company/organization wishing to host an internship must have a valid tax ID number and updated contact information.

### MANY OF OUR STUDENTS DOUBLE MAJOR IN ONE OF OUR MANY MAJOR OPTIONS:



- Accounting
- Advertising & Marketing Communication
- Applied Data Analysis
- Applied Mathematical Science
- Arts Management
- BA & BFA in Art
- Biology
- Business Administration (Concentrations in: Sports Administration, Healthcare Administration, Digital Marketing, Human Resource Management and Organizational Behavior)
- Early Childhood Education
- English
- Environmental Studies and Sustainability
- History, Politics & Global Affairs
- International Business
- Music
- Neuroscience
- Nursing
- Psychology
- Religion, Philosophy, and Social Change
- Self-Designed Interdisciplinary Majors
- Spanish
- Women, Gender, & Sexuality



## ..... CREATING AN INTERNSHIP DESCRIPTION AND HIRING A STUDENT .....

- Step One:** Once you have identified the work you want an intern to complete, the next step is to complete the electronic Internship Description Form. [That document may be accessed HERE.](#)
- Step Two:** The CCD will post the Internship description on our platform Handshake and advertise the position across campus.
- Step Three:** Students will submit their application materials to the CCD by the requested deadline, and the CCD will then forward them to the employer.
- Step Four:** Employers will conduct their own interview and hiring process.

## IMPORTANT DATES TO REMEMBER

### Summer Internships

- Summer internships may take place any time between mid-May to mid-August
- March - April: Internship descriptions may be submitted to the Center for Career Development
- May - June: Employers may conduct the hiring process

### Fall Internships

- Fall internships may take place any time between mid-August to mid-December
- May - June: Internship descriptions may be submitted to the Center for Career Development
- July - August: Employers may conduct the hiring process

### Spring Internships

- Spring internships may take place any time between mid-January to mid-May
- September - October: Internship descriptions may be submitted to the Center for Career Development
- November - January: Employers may conduct the hiring process