

## Professional Writing Certificate Internships

Internships are a valuable way to gain relevant work experience. Internships can be for credit, for pay, or both – depending on the students' goals. Both students and the Chair of the Professional Writing Certificate can work together to locate and organize an internship. The guidelines below include student outcomes, employer responsibilities and NOVA requirements.

It is recommended that the student remain in contact with the Chair of the PW program throughout the process to ensure that goals are achieved.

### Internship Objectives and Outcomes (for students)

#### Objectives

- Internship must be finished within a semester (15 weeks)
- Internship will preferably equal three credits (minimum 161 hours) – which is about 10.7 hours a week.
- Internship will fulfill the weekly meeting requirement between the student and employer. This meeting is meant to guide student and employer through expectations and performance.

#### Outcomes

The internship is viewed as an entry-level means of acquiring practical job training and valuable resume building experience. Ultimately, the goal is individual career and professional development.

- Student gains familiarity with a variety of writing genres
- Student may have an opportunity to practice or apply knowledge and skills learned in the course work
- Student practices self-direction and independent learning, and receives guidance on professionalism in the workforce
- Student will attain marketable skills which will enable them to be flexible when they apply for their first jobs
- Student will develop communication and interpersonal skills, both face-to-face and through email (or other online format). Student will gain exposure to working with a team and developing problem solving skills and work ethic.
- Student will start to build a network and make connections
- The internship will clarify a student's future direction – help align personal goals with a possible workplace or job

Students and Internship Site Supervisors should develop a work plan and projects that address these elements. Internship Site Supervisors can then evaluate and provide feedback to the student in these areas that will help the student develop their career plans and path.

## Employer Responsibilities

- Set clear objectives and expectations for the position.
- Assign meaningful tasks and duties that help further the organization's mission.
- Provide adequate training and supervision to make the internship a real learning experience.
- Provide the tools, materials and equipment needed for the intern to be able to complete required assignments.
- Select and train appropriate supervisors and mentors who will guide the intern, assist in skill development and answer questions.
- Include the student intern in relevant meetings when possible so he/she can gain experience attending and participating in business meetings.
- Include the intern in company social events to provide networking opportunities.
- Provide a professional environment that fosters a safe and productive work atmosphere.
- Evaluate the intern and provide regular feedback.
- Schedule regular meetings between the intern and his/her supervisor to allow open discussion of expectations, upcoming projects and progress the intern is making. This also allows the intern to ask questions and express concerns.
- Provide a final evaluation at the conclusion of the internship to discuss the intern's performance and accomplishments, and also to identify strengths and opportunities for continued development.
- Meet any educational requirements set forth by the student's home institution if the internship is being taken for academic credit, including providing enough hours, assignments, etc.

## NOVA Requirements

Current NOVA students can take the NOVA internship course if they meet the following eligibility criteria:

1. Declared a major (degree or certificate) at NOVA
2. Completed 15 college credits or the equivalent (transfer credits may be included)
3. Completed a minimum of 6 credits (2 courses) at NOVA, directly related to the student's program of study and the co-op or internship position
4. Earned a cumulative CGPA of 2.0 and 2.0 in major

Conversion Chart	
Co-op/Internship Total Work Hours	Credits
16 Hours - 80 Hours ( <i>Minimum</i> )	1 Credit ( <i>Minimum</i> )
81 Hours - 160 Hours	2 Credits
161 Hours - 240 Hours	3 Credits
241 Hours - 320 Hours	4 Credits
321 Hours - 400 Hours ( <i>Maximum</i> )	5 Credits ( <i>Maximum</i> )

Please Note:

- A student can earn up to 10 academic credits through an internship which may be used to complete general elective credit, earned as additive credit, or substituted for required coursework in degrees or programs of study with the approval of academic advisors.
- A student may be eligible to receive a salary, stipend or tuition assistance from employers in addition to academic credit from the College.
- International students have other specific requirements. Please see the Internship/Co-op page at <https://www.nvcc.edu/co-op/>
- Refer to the internship checklist to ensure that you move through the process without problems. Access the checklist on the Internship and Co-op webpage: <https://www.nvcc.edu/co-op/>
  - The forms related to student internship are located in the College Forms Library, under the student section. <https://www.nvcc.edu/forms/formlist.aspx?attr=s&searchstr=-1>.
  - The following forms are required and may be accessed through the above link:
    - 125-040 Co-Op Registration Packet: Course Authorization Form
    - 125-038 Co-Op Registration Packet: Job Description Form
    - 125-037 Co-Op Registration Packet: Release of Information
    - 125-041 Co-Op Registration Packet: Cooperative Education or Coordinated Internship Contract