

**INTERNSHIP MANUAL**

**A. INTRODUCTION**

To facilitate the transition from academic study to a professional career, ICEC joins in partnership with different organizations to provide the final learning experience, the internship, for the students. The internship is an opportunity to transfer and apply the knowledge and theory gained in the classroom to an actual agency setting. The best way to learn to function as a recreation professional is to work as a professional in the field. In this setting, the student can practice skills, apply knowledge, and test theories and concepts under the guidance and supervision of experienced professionals. The internship provides students with an opportunity to grow professionally, identify personal strengths and weaknesses, apply learned theory to practical situations, and gain an appreciation of the role, duties, and responsibilities of the work that the student has chosen as a career. The internship is designed cooperatively by ICEC, the university faculty, field professionals, and the student to provide an experience that is mutually beneficial to both the intern and the organization. Internship supervisors within the organization become the final link in the development of the intern as a new professional. This partnership creates the ultimate educational experience.

This manual is a guide to be used by the student in preparing for this educational experience. Read it, use it effectively, and GOOD LUCK in the exciting internship venture.

**B. OBJECTIVES OF THE INTERNSHIP**

The aim of the internship program is to provide the student (future professional) with a comprehensive practical experience in a setting where learning is the primary objective of the experience. To this end, the basic purposes of the internship are:

**FOR THE STUDENT:** to complete his/her professional preparation program in a controlled and supervised field experience.

**FOR THE UNIVERSITY:** to sponsor and guide the student and to interpret the experience while the student applies theoretical knowledge to practice.

**FOR THE ORGANIZATION:** to provide a laboratory setting for the experience as well as professional guidance.

At the end of the internship experience, the student will have achieved the following expected outcomes:

1. Apply principles of program planning, implementation, and evaluation to agency setting.
2. Apply professional program skills and meet performance standards of the profession.
3. Recognize, understand, and accept own feelings toward profession.

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4. Integrate theoretical knowledge with the application of program skills involved in professional practice.
5. Identify and apply basic supervision concepts.
6. Apply professional management skills and meet performance standards of the profession.
7. Apply basic concepts of management and administration.
8. Move from student to professional.

### **C. DESCRIPTION OF INTERNSHIP PLACEMENT PROCESS**

Early in the fall semester prior to the spring semester internship, an Internship Placement Process Orientation is held to inform potential Interns of the internship requirements and the placement process procedures. Additional information is available on CANVAS LMS on the Internship section. Following this meeting, students complete the "Intent to Intern" form and all requested information listed on form (replaced with Following this meeting, students complete the "Intent to Intern" online Google Survey form and all requested information listed on form in the Excel document format. The student is asked to list three to five potential organizations on the "Intent to Intern online Google Survey form. After completing the "Intent to Intern" form and related materials, the student schedules an individual meeting with internship coordinator. At this meeting the student's internship eligibility is determined and three (minimum) to five possible internship organizations are selected which will meet the student's professional development objectives. The student must receive formal approval from internship coordinator and academic advisor to contact the potential agencies and set up interviews. ICEC coordinator contacts each of the identified and approved organizations and checks to see if the organization is willing to accept an Intern. If these conditions are met, ICEC makes an interview appointment if necessary by the organization. The student meets with a supervisor at each of the three to five identified agencies to determine the most appropriate internship. When the Internship Coordinator and student have made the final organization selection, contracts are prepared by the Internship, Career and Employability Center and signed by the student, the organization representative, and the Internship Coordinator. Then and only then is the intern site placement process officially complete.

### **D. STUDENT ELIGIBILITY REQUIREMENTS**

Higher Schools of Economics students are required to complete and pass exam session in order to be eligible for an internship. The following procedures, tasks are to be used in preparation for internship placement. It is the student's responsibility to ensure that all procedures have been followed and that deadline dates have been met.

Each student should:

1. Pass all exams;
2. Attend "A" Step to Successful Career program- get a certificate;
3. Choose internship organization;

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4. Sign documents with ICEC and Organization;
5. Attend 8 weeks of internship at the organization;
6. After completing internship hours, each student required to write a report and support it with all necessary information;
7. Present internship result report to the internship and academic programs coordinators;

The coordinators make a decision after reviewing internship report of each student and grade it.

Note\* Internship grade marks separately in the transcript.

## **E. ORGANIZATION ELEGIBILITY REQUIREMENTS**

To ensure appropriate internship placement, the organization must meet the following 11 requirements:

1. Be approved by HSE ICEC, student's Faculty Intern Advisor, Internship Coordinator, & Department;
2. Be professionally recognized and competent in the delivery of programs and/or services within the industry (be active in the labor market for at least three years);
3. Be a new work setting and/or experience with substantially different job responsibilities than previous and/or current employment;
4. Reflect the concentration/emphasis/interest area as indicated on the advising worksheet;
5. Provide a qualified (e.g., education, experience, and/or certification) Intern supervisor;
6. Provide supervision and mentorship contributing to professional development;
7. Provide opportunities to observe and participate in all aspects of program/service delivery;
8. Be willing to participate in the Intern evaluation process;
9. Be available for mentoring through ten weeks of student internship;
10. Provide resources necessary to support intern in the satisfactory completion of his or her goals and objectives, and the completion of assigned duties/tasks (e.g., equipment, materials, work space);
11. Does not belong to the group of sole proprietorships.

## **F. TRANSFERS/TERMINATION**

In unusual circumstances, an Intern will be allowed to transfer or terminate an internship placement. This action will be taken only with the final approval of the ICEC Chair and HSE Chair after meeting with the Intern, Faculty Supervisor, and Organization Supervisor and only after it is agreed that it is in the best interest of all those involved.

## **G. INTERN COMPENSATION**

It is the Department's philosophy that a high degree of excellence and professional development must be maintained in the Internship program. We believe that this philosophy is maintained by a strong professional commitment and a close working relationship between and among the Intern, the Organization, and the ICEC and faculty. We also believe that this philosophy can best be accomplished by a voluntary commitment on the part of the Intern; at the same time, however, we recognize the financial commitment required of Interns.

Therefore, the following policy is established:

*Higher School of Economics ICEC allows an Intern the opportunity to receive compensation from the Organization during Internship. Said compensation shall be negotiated between the Intern and the Organization during the contracting stage and shall be clearly stated on the Intern Contract and approved by the Intern Coordinator. Although recognizing that compensation is an arrangement between the Intern and Organization, HSE ICEC retains the responsibility to ensure that the Internship experience complies with the philosophy and expectations of the Department. If a problem arises, the Department may transfer an Intern to another organization or disallow university credit for the internship.*

## Intent to Internship form

**Directions: Fill out the form and submit it by October 1<sup>st</sup> of the senior year. Current resume must accompany your application.**

*Please Note: Applications are to be returned to the ICEC, office 511 or sent by email to [carecenter hse@kazguu.kz](mailto:hse@kazguu.kz).*

1. Name: \_\_\_\_\_

2. Phone number/email address: \_\_\_\_\_

3. Major: \_\_\_\_\_

4. Date of internship: \_\_\_\_\_

5. Please list 1-3 places where you would like to intern:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

6. List your internship advisor: \_\_\_\_\_

7. Please list your areas of interest according to your major field.

\_\_\_\_\_

**OFFICE USE ONLY**    \_\_\_\_\_ Approved    \_\_\_\_\_ Not approved (comments): \_\_\_\_\_

Date student contacted: \_\_\_\_\_    "A" Step to Successful Career     Yes     No

ICEC signature: \_\_\_\_\_