

The Marist College Field Experience Program

Field Experience enables students to integrate their academic studies with periods of employment related to their career goals. Students are jointly supervised by site supervisors and faculty advisors in off campus full- or part-time internships. Placements are available in all major areas of study offered at Marist and may be arranged for the Fall, Spring, or Summer terms. Field Experience provides an immediate source of highly qualified and motivated student employees. The employer can then evaluate, without long-term commitment and in a realistic work environment, potentially permanent employees.

Thank you for your interest in establishing an internship at Marist College. Enclosed are the following materials to get you started:

☐ *Employer's Guide for Creating a Successful Internship* will familiarize you with the process of establishing a successful internship at your organization in conjunction with Marist College. If you need any assistance, our staff is available for consultation.

☐ *The Field Experience Placement Form*, when completed will provide us with the necessary information about your internship opportunity.

- Complete it as fully as possible, and return it by mail or fax. Please be specific with regard to majors and qualifications.
- When we receive your form it will be sent to a faculty coordinator for approval.
- Once your internship is approved you will have access to resumes of students interested in an internship.

Most Marist students apply for a number of internships simultaneously. If you are unable to hire your first choice, we urge you to consider another Marist student.

If you have questions about any of the information above, please do not hesitate to contact Desmond Murray at (845) 575-3547 or Desmond.Murray@marist.edu.

Programs of Study as of Fall 2008

Accounting	Philosophy
Athletic Training	<i>Religious Studies</i>
Applied Mathematics	Political Science
Athletic Training	<i>International Studies, Public Affairs</i>
Biology	Psychology
Biology Education	Psychology/Special Education
Biomedical Sciences	Spanish
Business Administration	B.P.S. Programs
<i>Computer Information Systems, Finance, International Business, Marketing, Personnel/Labor Relations, Public Administration</i>	Fashion Design
Chemistry	Fashion Merchandising
Computer Science	Certificate Programs
Criminal Justice	Art and Advertising Design
Digital Media	Coaching
Environmental Science	Computer Programming
<i>Biology, Chemistry, Policy</i>	Information Systems Analysis
Information Systems	Legal Nurse Consulting
Information Technology	Paralegal
Medical Technology	Professional Writing
Social Work	Public Administration
B.A. Programs	Graduate Programs
American Studies	Business Administration,
Communication	M.B.A.
<i>Advertising, Communication Studies, Journalism, Gaming/Interactive Media, Public Relations, Sports Communication</i>	<i>Accounting, Finance, Health Administration, Human Resources, Information Systems</i>
Computer Mathematics	Communication, M.A.
Economics	Educational Psychology, M.A.
English	Information Systems, M.S.
<i>Literature, Theater, Writing</i>	Master of Education
Fine Arts	Mental Health Counseling, M.A.
<i>Art History, Studio Art</i>	Psychology, M.A.
French	Public Administration, M.P.A.
History	School Psychology, M.A.
Mathematics	Software Development, M.S.
	Technology Management, M.S.

Employer's Guide for Creating a Successful Internship Program

If the internship program is organized and administered properly employers have found that internships are an effective means of identifying, assessing, and developing job candidates; getting meaningful work accomplished; and developing managerial skills of employees involved with interns. Below are some guidelines for setting up a program that works for your organization and for students.

1. CONDUCT AN INTERNAL ASSESSMENT

- Can you provide meaningful work assignments?
- Are you prepared to invest time in interns?
- Is there a staff person to supervise interns?
- Can you provide financial support (e.g. salary, stipend, gas money, train fare)?

2. SELECT THE INTERN SUPERVISOR

- Is this person committed to and capable of developing people?
- Does this person have the time to supervise interns?

3. DEVELOP A POSITION DESCRIPTION

- Provide an overview of job, work assignments, time frame, and application procedure.
- Clearly outline expected outcomes.

4. SUBMIT YOUR POSITION FOR APPROVAL AT MARIST COLLEGE

- We prefer that you use the attached form.
- Once your internship is approved, you will have access to resumes of students interested in an internship.

5. REVIEW RESUMES AND INTERVIEW PROSPECTIVE INTERNS

- Select interns and notify the College internship contact.
- Discuss start and end dates.
- Provide interns with information regarding work attire, and agree on days and times they will be on site.
- Notify employees that interns will be starting. Provide them with information about projects assigned to interns.

6. SUPERVISE THE INTERN

- On the first day, introduce interns to staff members.
- Orient students and get them started on assignments.
- Provide any necessary training (e.g. computer, equipment, etc.).
- Meet with interns on a regular basis to provide feedback and ensure projects are on track.

7. SEEK AND PROVIDE FEEDBACK

- Have the intern supervisor fill out an evaluation of the intern and return it to Career Services. Forms will be sent to you near the end of each semester.
- Discuss the experience with the intern to identify improvements to your program.

To be part of the Field Experience Program complete the attached form and return by mail or fax to:

Marist College, Center for Career Services LB 332, 3399 North Road, Poughkeepsie, NY 12601
(845) 575-3547 FAX: (845) 575-3548
www.marist.edu/careerservices

Field Experience Placement Form

Marist College, Center for Career Services

Organization Name: _____

Address: _____

Contact Person/Title: _____

Telephone: _____

FAX: _____

Web Address: _____

Email Address: _____

Position Description: _____

Major(s) Desired: _____

Qualifications Desired: _____

Remuneration: _____

Number of hours per week: _____

Duration of Employment: _____

Number of Students Needed: _____

Semester Needed: _____

This organization is an equal opportunity/affirmative action employer. It is our policy not to discriminate against qualified applicants and employees on the basis of race, color, religion, sex, national origin, age, disability, status as a Vietnam Era veteran or special disabled veteran.

Sign here to affirm this statement _____ Date _____

For Office Use Only:

Approval of Faculty Coordinator: _____

Date: _____ Major(s) _____

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