

# INTERNSHIP HANDBOOK





# TABLE OF CONTENTS

<b>Internships 101</b>	<b>5</b>
<b>Sample Internships</b>	<b>6</b>
<b>Frequently Asked Questions</b>	<b>7</b>
• Why Do I Need an Internship?	7
• When Should I Participate in an Internship?	7
• How Do I Find an Internship?	8
• What Are the Characteristics of a Strong Internship Posting?	8
• How Do I Vet an Internship Experience?	9
• What Happens After I've Found an Internship I Want to Apply for?	10
• What if I'm an International Student?	10
<b>How Does Marist Define an Internship?</b>	<b>11</b>
• Marist University Criteria for an Internship	12
• What is the Difference between a Credit and Non-Credit Internship?	13
• Credit-Bearing Internships/Field Experience	13
• Zero-Credit Internships	13
• Independent Internships	13
• For-Credit Option	14
• Internship Length Requirements	15
• Paid vs. Unpaid Internships	16
• How to Register for a Credit-Bearing Internship	17
• Curricular Practical Training	18
• Presidential Fund for Equity in the Marist Experience	20
<b>Policies and Regulations</b>	<b>21</b>
• Code of Conduct	21
• Federal Family Educational Rights and Privacy Act (FERPA) and Student Educational Records	21
• Office of Accommodations and Accessibility	22
• Nondiscrimination/Sexual Misconduct	22
• Internship Grievance Procedure	23
<b>Preparing for Your Internship: What to Know Before You Start</b>	<b>24</b>
• Center For Career Services Team	24
<b>How To Be Successful At Your Internship</b>	<b>25</b>
<b>Post Internship Checklist</b>	<b>26</b>

Prepared by: The Center for Career Services. Updated February 2025.



**86%** MARIST STUDENTS PARTICIPATE  
IN ONE OR MORE INTERNSHIP

# INTERNSHIPS 101

## AN INTRODUCTION TO INTERNSHIPS AT MARIST

Career Services is here to help prepare you for your internship, no matter your major or your class year. Our team of Career Coaches helps you develop your resume, cover letter, and other materials needed for the application process. Additionally, Career Coaches can conduct mock interviews and help you practice your elevator pitch before meeting with employers. Career Services offers robust resources such as a platform called Handshake, where you can search for internship and job opportunities. Schedule an internship advising appointment with a Career Coach in Handshake to learn more about how Career Services can support you during the internship search process:

[marist.joinhandshake.com](http://marist.joinhandshake.com)



In addition to Career Services, Internship Faculty Coordinators work within academic majors to assist students with finding internships within desired fields of study. You will be registered in an internship course with your Internship Faculty Coordinator if you register your internship for academic credit.

[marist.edu/academic-resources/  
career-services/students/internship](http://marist.edu/academic-resources/career-services/students/internship)



Once you've accepted an internship and after you've discussed it with your Internship Faculty Coordinator, you may register the experience for academic credit in Handshake (Note: Certain majors do not register through Handshake so it's important to check with your Internship Faculty Coordinator first). Refer to the "How to Register Your Internship in Handshake Guide" on pages 17-19.

# SAMPLE INTERNSHIPS

- Amazon
- American Eagle Outfitters
- BlackRock
- David Yurman
- Ernst & Young (EY)
- Estee Lauder
- Family Services, Inc.
- FBI
- General Motors
- Goldman Sachs
- Google
- Haddad Brands
- Horizon Media
- Hudson Valley Magazine
- IBM
- JP Morgan Chase & Co.
- KPMG
- National Football League
- National Grid
- NBCUniversal
- New York Stage & Film
- New York Yankees
- Nielsen Holdings
- Northwell Health
- Novartis Pharmaceuticals Corporation
- New York Police Department (NYPD)
- Ogilvy
- Pfizer
- Pricewaterhouse Coopers (PwC)
- Regeneron
- Ross Stores, Inc.
- SNY (SportsNet New York)
- Societe Generale
- SportsGrid
- Target
- Tarte Cosmetics
- The Metropolitan Museum of Art
- TJX
- UPS
- U.S. House of Representatives
- Vassar Brothers Medical Center
- Vince Camuto

# FREQUENTLY ASKED QUESTIONS



## WHY DO I NEED AN INTERNSHIP?

- Gain related experience and find a career field you're interested in.
- Help you determine if a career field or job is right for you.
- Apply what you've learned in your coursework to a real-world setting.
- See and learn aspects of a desired job that can't be taught in a classroom.
- Build your resume and have relevant experience to talk about in future interviews.
- With more on-the-job experience, you will be a more desirable job candidate.
- Internships can lead to full-time employment opportunities.



## WHEN SHOULD I PARTICIPATE IN AN INTERNSHIP?

- Spring, summer, or fall! Internships occur year-round, even over winter break.
- Once you earn 45 credits, you are eligible for an internship. (Always confirm with your Internship Faculty Coordinator.)
- The summer after your junior year is a critical time for internships as it's the year before graduation.
- Plan early if you're considering studying abroad.
- The more the better! Most students graduate with two to three internship experiences.



## HOW DO I FIND AN INTERNSHIP?

- First identify which industry you'd like to intern in and where.
- Research and list 10 companies you'd like to intern for.
- Using Handshake, schedule an appointment with a Career Coach.
- Use Handshake to identify opportunities and apply.
- Use websites such as LinkedIn, Indeed, Glassdoor, and WayUp.com.
- Tap into the Marist Alumni Network to connect with alumni and inquire into internship opportunities at their companies.



## WHAT ARE THE CHARACTERISTICS OF A STRONG INTERNSHIP POSTING?

- The company has a website that includes contact information, a mission statement, and list of services.
- The internship provides supervision and mentorship.
- The posting outlines clear goals and objectives.
- The posting includes a qualifications section outlining the desired skills of an applicant.
- The posting collects applications through a professional website or email.



## HOW DO I VET AN INTERNSHIP EXPERIENCE?

- It's important to review the posting carefully. Are there spelling errors? Are the requirements vague? Are they asking for payment from you? If so, these are signs of a potential scam.
- If you find an internship on Indeed, Glassdoor, or a similar website, try to apply for it using the company's career website. For example, if you find an opportunity with IBM on Indeed go to [ibm.com/careers](http://ibm.com/careers) to their main career page to apply.
- Conduct research on the company. Go to the company's business page and social media. You can also do a Google search or Better Business Bureau search with the company name and "scam."
- You should never be asked to pay for an internship experience.
- You should never be asked for sensitive information such as your social security number during the application process. Bank information is usually only requested by Human Resources for direct deposit purposes after you've signed an offer letter and have started the position.
- Never deposit a check, buy gift cards, or process a money order for someone you don't know.
- If you are ever concerned about the validity of an internship, you can speak to Career Services or your Internship Faculty Coordinator.





## WHAT HAPPENS AFTER I'VE FOUND AN INTERNSHIP I WANT TO APPLY FOR?

- Prepare your resume and cover letter.
- Schedule a meeting via Handshake with a Career Coach to review your resume and cover letter.
- Once your application documents are approved, apply to the internship.



## WHAT IF I'M AN INTERNATIONAL STUDENT?

- International students can still find internships, but they must receive college credit in order to comply with their Visa requirements.
- The internship must be related to the student's major and coursework.
- Students must complete the CPT (Curricular Practical Training) application in order to receive credit.

*See pages 18–19 for more information.*

# HOW DOES MARIST DEFINE AN INTERNSHIP?



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. Employers gain the opportunity to guide and evaluate talent.

Formal internships can be either paid or unpaid. Unpaid internships must meet the criteria set by the Fair Labor Standards Act (FLSA):

<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

In order to be identified as a for-credit internship, the experience must fit Marist University criteria. Marist University requires completion of a learning contract as well as approval from the employer and the Internship Faculty Coordinator prior to the start of an internship experience.



# MARIST UNIVERSITY

## CRITERIA FOR AN INTERNSHIP

- The internship experience must be an extension of the classroom. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There is supervision by a professional with expertise and educational and /or professional background in the field of the experience.
- There is routine feedback by the supervisor and a review of the learning objectives/goals at the completion of the experience.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience does not displace regular employees.
- There are resources, equipment, and facilities provided by the employer that support learning objectives/goals.
- Academic credit is required. Paid internships are preferred, however unpaid opportunities are acceptable with certain employers and industries.
- All internships must adhere to the guidelines of the Fair Labor Standards Act.

## What is the Difference between a Credit and Non-Credit Internship?

A credit-bearing internship can be paid or unpaid and is connected to an academic course that typically involves reflecting on your internship experience. The internship must be approved by your Internship Faculty Coordinator, and you must register for the course, which will be noted on your transcript.



## Credit-Bearing Internships/Field Experience

Internships enable students to integrate their academic studies with periods of employment related to their career goals. Certain disciplines, such as Social Work or Education, refer to experiential learning opportunities as Field Experience. Often this term is interchangeable with Internship as both reflect a learning experience outside of the traditional classroom setting. Internship programs are designed to enhance students' academic and personal development in preparation for careers. Students are supervised by Internship Faculty Coordinators in virtual, in-person, or hybrid (combination of virtual and in person) experiences related to their studies and/or career interests. The program is designed to provide students with practical field experience while giving employers access to resourceful students preparing for professional positions. Internships are available in all academic major areas of study currently offered at Marist. Internships are registered through both Handshake and Banner and cannot be adjusted once the registration period has ended.

## Zero-Credit Internships

For their entire course of study at Marist, undergraduate students are eligible to register for one elective zero-credit internship that does not carry a tuition cost. This zero-credit internship may be used to complete an unpaid internship during the Summer or Winter terms only. Zero-credit internships will appear on the transcript, do not count toward the major, and require a minimum of 40 hours worked. Students with financial need may be eligible for support through the President Equity Fund in the Marist Experience (see page 20). Once a student has completed one zero-credit internship, all subsequent internships must be credit-bearing.

International students should speak with the Designated School Official to determine eligibility.

## Independent Internships

A non-credit internship is not reflected on your academic transcript but can be a great way to develop professional experience, establish networking connections and boost your resume. A student should still consult with a member of Career Services or their Internship Faculty Coordinator before accepting the opportunity.



**NOTE**

## For-Credit Option

If a student is registering an internship for academic credit, the tuition must be paid according to the number of credits registered for and prior to the beginning of the internship. All internships earned as elective credits are counted as non-liberal arts credits.

Note: Internship credits are not granted for existing full-time or part-time jobs.

Each school and program maintain its own set of internship requirements so it's important that students confirm these with their Internship Faculty Coordinator. Individual circumstances will be considered by the Internship Faculty Coordinator. Undergraduate students should meet the following minimum requirements to register for an internship, although specific expectations vary by program area:

- Matriculation in a bachelor's degree program
- Completion of 45 credits, at least 12 of which were earned at Marist
- Minimum cumulative GPA of 2.50
- Completion of courses that relate to the duties to be performed at the work site
- Approval of the Internship Faculty Coordinator and a completed Learning Contract prior to registering for internship credit
- Students must also meet the necessary qualifications established by the participating employer



## Credit-Bearing Internship Withdrawal Process:

- **Student Notification:** The student informs their Internship Faculty Coordinator that they are withdrawing from the internship.
- **Registrar Notification:** The Internship Faculty Coordinator emails the Registrar's Office at [registrar.internshipapprovals@marist.edu](mailto:registrar.internshipapprovals@marist.edu).
- **Follow-Up Actions:** Once the withdrawal is official, the Internship Faculty Coordinator should remove the student's registration in Handshake and notify the employer that the student is no longer registered for academic credit.
- We strongly encourage Internship Faculty Coordinators to include this information in their syllabi and Brightspace course site.

**Important:** Students do not complete the standard course withdrawal form for internships. This process is different, as outlined above.

# INTERNSHIP LENGTH REQUIREMENTS



HOURS OF CREDIT	HOURS PER WEEK IN A TYPICAL SEMESTER	TOTAL HOURS REQUIRED PER SEMESTER
0*	2+	40
1	3	45
2	6	90
3	9	135
4	12	180
5	15	225
6	18	270
7	21	315
8	24	360
9	27	405

*Please Note: Students cannot change the number of internship credits after they are registered.*

*\*Zero credit internships can be completed during the summer and winter terms only.*

Graduate students must meet the following requirements, although specific expectations vary by program area:

- Matriculation in a graduate degree program
- Completion of 12 credits, at least 12 of which were earned at Marist.
- Minimum cumulative GPA of 3.0

**NOTE**

The emphasis in any internship should always be on learning. Credit-bearing internships are intended to be linked to a student's course of study and/or curriculum and are supervised by their Internship Faculty Coordinator. Credit-bearing internships will have specific academic assignments and homework requirements, which vary by department. These assignments must be completed by the student as part of their internship and are in addition to the duties and responsibilities agreed upon between the student and their internship provider. Final grades for an internship become part of a student's permanent academic record at Marist and will be recorded as: P (Pass), U (Unsatisfactory), or NC (No Credit).

## Paid vs. Unpaid Internships

Credit- or non-credit-bearing internships can be paid or unpaid. If students are receiving compensation for an internship, then they should receive a IRS FORM W-2 from their employer for tax reasons. Remuneration for services performed as a student employee is considered taxable income.

It is important that internship programs follow the U.S. Department of Labor Fair Labor Standards Act. The U.S. Department of Labor has shared a fact sheet providing information to determine if interns and students working "for-profit" employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act. Note, FLSA requires "for-profit" employers to pay employees for their work, interns and students, however, may not be "employees" under FLSA- in which case FLSA does not require compensation for their work. The "primary beneficiary test" is used to determine whether an intern or student is, in fact and employee under FLSA. [dol.gov/agencies/whd/fact-sheets/71-flsa-internships](http://dol.gov/agencies/whd/fact-sheets/71-flsa-internships)

## Internship Locations

Internships can take place domestically or internationally. However, credit-bearing international internships must be completed through a Marist affiliated international/ abroad program. Marist students complete internship opportunities on-campus, in the Hudson Valley, New York City, and nationally. Whether you're seeking an internship close to campus or back at home, Career Services can support you in your search.

Internships outside of the United States must be conducted through a Marist Abroad Program. If you have questions about eligibility and qualifications for internships abroad, please contact: [international@marist.edu](mailto:international@marist.edu)

# HOW TO REGISTER FOR A CREDIT-BEARING INTERNSHIP

1

Log into your *Handshake* profile:



[MARIST.JOINHANDSHAKE.COM/LOGIN](http://MARIST.JOINHANDSHAKE.COM/LOGIN)

2

Click *Career Center* on the left navigation menu, then click *Experiences*.

3

Click the *Submit an Experience* button.

4

Select your experience details by choosing the *Experience Type* and *Term* from the dropdown options. Both of these fields are required.

*You cannot register for an experience type outside of your major or minor.*

5

Complete the registration form and click *Submit*. Career Services will not be able to review your form until it is submitted.

?

**Questions?**

**CONTACT YOUR INTERNSHIP  
FACULTY COORDINATOR**

Internship registration deadlines are clearly noted on the Marist University Academic Calendar. If you have questions about deadlines, please contact the registrar's office.

Note, the following registration process is intended for internships that are registered through Handshake. Course required internships or internships not registered through Handshake must follow the procedures established by their Internship Faculty Coordinators/departments.

Credit-bearing internships must start the first day of classes or later and must conclude by the last day of finals.

Once your registration form is submitted, it will be reviewed by your Internship Faculty Coordinator. Please monitor your email in case we have follow-up questions. Once your Internship Faculty Coordinator reviews your registration form, it will be sent to your Internship Supervisor.

We strongly encourage you to inform your supervisor that they will be receiving an employer approval form from our Handshake system.

Once the employer approval form is received, your Internship Faculty Coordinator will submit your registration form to the registrar's office.

All credit-bearing internships must be registered in Handshake by the internship registration deadline. The internship registration deadline is clearly noted on the **academic calendar**. If you miss the internship registration deadline, you will need to connect with your Internship Faculty Coordinator.

Marist University cannot retroactively grant internship credits for previously completed experiences.



## CURRICULAR PRACTICAL TRAINING (CPT)



Be an F-1 student.



Be in good academic standing and pursuing a full course of study at normal progress while pursuing an educational objective.



Have completed two consecutive semesters (spring/fall or fall/spring).



Internships must be related to the student's major.

# INTERNATIONAL STUDENTS: PROCESS FOR REGISTERING YOUR INTERNSHIP

1

Meet with the DSO (Designated School Official) /ARO (Alternate Responsible Official) to approve your eligibility.

2

Obtain instructions for completing online internship registration paperwork in Handshake from the Center for Career Services or the Internship Faculty Coordinator for your major.

3

Once the internship registration form is completed and fully approved in Handshake, the Center for Career Services will contact International Student Services to obtain the DSO/ARO signature. The DSO/ARO will sign and make a copy of the form.

4

Students will make an appointment with the DSO/ARO for a new I-20/DS-2019 with CPT listed on it.

5

Students will submit the Academic Training Recommendation form to the ARO, which can be found on *MyMarist* [HERE](#).

# PRESIDENTIAL FUND FOR EQUITY IN THE MARIST EXPERIENCE

The Presidential Fund for Equity in the Marist Experience assists students with financial needs to secure internships in fields and locations where such experiences are often unpaid.

Support is available for students who face financial obstacles to participate in internships. Awards will be offered on a competitive basis to students enrolled in an undergraduate, degree-seeking program who demonstrate significant financial need and where financial constraints are a barrier to their participation in these important opportunities.

We are pleased to be able to offer these enriched opportunities that might not otherwise be possible, thanks to the generosity of fund donors. Funding may also be considered taxable income. For more information please visit: [marist.edu/academic-resources/presidents-fund-equity](http://marist.edu/academic-resources/presidents-fund-equity)



# POLICIES AND REGULATIONS

## Code of Conduct

Students are required to follow Marist University's Code of Conduct within the Student Handbook and adhere to such conduct at all internship sites. They should maintain a high level of professionalism at all times.

If an internship site needs information about a student's conduct record, they should have the student complete a FERPA waiver in order for the Office of Student Conduct to share this information.

## Federal Family Educational Rights and Privacy Act (FERPA) and Student Educational Records

Student educational records are protected by the Federal Family Educational Rights and Privacy Act (FERPA). Site will comply with FERPA and its implementing regulations. Accordingly, prior written permission from the Student must be obtained by Site before any student data, including but not limited to employment records and student evaluations, are released to anyone other than Marist University. Any access to student records shall be limited to those employees of Site with a legitimate need to know.

## Office of Accommodations and Accessibility

Students at Marist University who identify with having a disability are protected under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. To receive services and accommodations at Marist University, students must identify themselves to the Office of Accommodations and Accessibility and present official documentation of their disability. In general, a disability is defined as a physical or mental impairment, which substantially limits one or more major life activities, i.e., walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks.

Students with disabilities should work with the Office of Accommodations and Accessibility at Marist University. The mission of the Office of Accommodations and Accessibility is to support students with documented disabilities in becoming empowered, independent learners by providing the appropriate accommodations and services necessary to access the educational opportunities at Marist University. Policies and procedures can be found on myMarist under the student tab under accommodations and accessibility.

Academic accommodations that students receive in a classroom may not be the same as those needed for academic internships and/or field placements. If a student needs a reasonable accommodation for an academic internship and/or field placement, then the student should contact the Office of Accommodations and Accessibility to set up an appointment to discuss this. The student will meet with a representative in the Office of Accommodations and Accessibility to review the request and to determine and implement reasonable accommodations.

# NONDISCRIMINATION/ SEXUAL MISCONDUCT

The internship site certifies that it will comply with all federal, state, or local nondiscrimination laws, including, but not limited to, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990. Marist University has a Discrimination, Harassment, and Sexual Misconduct policy for all students and employees that prohibits discrimination, discriminatory-based harassment, and sexual harassment directed against persons because of their race, religion, color, sex, pregnancy, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, sexual orientation, gender, gender identity, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

Title IX of the Educational Amendments of 1972 prohibits any person in the United

States from being discriminated against based on sex, including sexual orientation or gender identity, in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access educational programs and opportunities.

All officials at volunteer service sites, internships, and field educational experience settings where Marist students are assigned are subject to the Marist University Discrimination, Harassment, and Sexual Misconduct policy.

These policies are available online:  
[marist.edu/title-ix](http://marist.edu/title-ix)

Please direct questions regarding the policy and/or procedures to Kelly Yough, Director of Equity and Title IX Coordinator:  
[titleix@marist.edu](mailto:titleix@marist.edu), or (845) 575-3799. Allegations of misconduct that arise during the internship should be immediately reported to the Marist University Title IX Coordinator at the email address or phone number above.



# Internship Grievance Procedure

Marist University is committed to engaging students in professional and safe working/learning environments. We encourage students to become familiar with any misconduct, confidentiality, and sexual harassment policies associated with their internship site and to follow them. Students are urged to report any misconduct or sexual harassment incident against them (including physical, safety, and personnel) as soon as possible to their Marist University internship coordinator to permit both the University and the Host Site the opportunity to promptly intervene. (Reference: *Student Rights and Responsibilities*)

## Steps for students filing a Statement of Grievance:

- Fill out a Statement of Internship Grievance form available from Career Services.
- File the form (either in person, or online as an email attachment) with Career Services.
- Follow through on all suggested interventions.

## Possible faculty interventions:

- Providing guidance, if necessary, to the student on how to address the Host Site.
- Contacting Marist University legal resources for assistance in facilitating the intervention(s).
- Contacting the student and Site Supervisor to establish a formal meeting to present the allegations.
- Removing the intern from his/her internship site if necessary.
- Determining by the Internship Faculty Coordinator the most effective resolution regarding any academic credit impact on the student.
- Referring to Marist University conduct office if it is deemed that the student may have violated any Student Code of Conduct policies.

## Procedure: Once notified of internship issue, Career Services will take the following steps:

- The employer/student account in Handshake will be deactivated.
- An email to the complainant will be sent explaining the Internship Grievance Policy and requesting completion of the Statement of Internship Grievance.
- Faculty will be notified if the internship is credit-bearing.
- All interactions during the intervention will be documented and kept on file in the Center for Career Services and proceed according to university policy.

*Adopted from University of Tampa: Internship Policies, Procedures, and Guidelines Manual (2023/24)*

# PREPARING FOR YOUR INTERNSHIP: WHAT TO KNOW BEFORE YOU START



Confirm the hours and days that you will be interning.



Find out the dress code. The best way to find this out is to observe what people are wearing during your interview, peek around the office, look at their website, social media sites.



Make sure you bring some supplies such as a notebook, Post-Its, pens for notes.



Do research on the company and who you will be working with.



Bring lunch (just in case you don't have time to run out or there isn't anywhere to go). Discuss time sensitive requests including time off (remember these are requests not demands).

## CENTER FOR CAREER SERVICES TEAM



**MARY JONES**  
Executive Director



**LAURA GREVI**  
Associate Director  
for Career Coaching



**DESMOND MURRAY**  
Associate Director for the  
Employer Experience



**ROSA EMORY**  
Assistant Director for  
Career Coaching



**KRISTA APPLEBEE**  
Associate Director for  
Career Education (and  
Alumni Coach)



**STEPHANIE PAQUIN**  
Assistant Director,  
Internship Program



**KEVIN MCCALL**  
Assistant Director,  
Outreach Marketing &  
Communications

# HOW TO BE SUCCESSFUL AT YOUR INTERNSHIP

Students engaged in internships and fieldwork opportunities should recognize that they represent both themselves and Marist University while at their worksite. Therefore, students are expected to continually exhibit and adhere to a strong code of ethics, morality, integrity and professional behavior. Below, are suggestions for successful internship placement that could potentially lead to another internship or full-time employment:

- 1 Complete all assignments in a timely manner and make sure that you carefully proofread them before submitting all written assignments to your supervisor.
- 2 Refrain from any action or activity that would bring discredit to yourself, the internship/work experience operation or to Marist University and your major department.
- 3 Confirm how to communicate with your direct supervisor in case there is an issue where you are not able to come to your internship.
- 4 Keep proprietary information confidential unless you receive prior approval of the internship worksite management before disclosing such information.
- 5 Adhere to all corporate guidelines pertaining to the workplace and off-site activity. Understand your role as an intern and what is appropriate at your worksite.
- 6 Continually strive to improve your own personal ability and knowledge as well as that of others.
- 7 Take initiative at your internship and ask what else you might be able to do. Find out about additional projects and ask if you can be involved.
- 8 Participate in team meetings whenever possible and suggest new ideas for the betterment of the internship organization where appropriate.
- 9 Never sit idle at your internship. Always ask for additional work or seek out work whenever you have completed your assignments.
- 10 Get to know your supervisor and department. Try to meet all of the staff in the department and treat everyone with respect, no matter what their title is.
- 11 Attend networking events at your company or in the area. Check the Marist Alumni website for upcoming local events.
- 12 Ask to grab coffee with people who are in your desired role. The worst anyone could say is no!

# POST INTERNSHIP CHECKLIST

- Collect business cards or contact information from some of the individuals you worked with and professionals at other companies that you met during your internship experience for networking opportunities.
- Make sure you ask your supervisor for a letter of reference and also ask them if they would be willing to serve as a reference for future jobs you apply for.
- Update your resume and make sure you add some of the skills and qualifications that you obtained during your internship as well as accomplishments and contributions.
- Create a portfolio of your work from your internship that includes writing samples, projects, etc. Remember that you must seek permission or clear it with your employer before using company materials after leaving an internship.
- Send a handwritten or e-mail personal thank-you note to your supervisor and any staff members who had a positive impact on your internship experience.
- Do your best to stay in touch with your supervisor and some of the key employees at your internship worksite.
- Connect with your supervisor, co-workers from your internship and any other professionals on LinkedIn and periodically update them concerning your career aspirations. Send them examples of projects or experience.
- Schedule an appointment with Career Services to add your new experience to your resume.
- Students participating in a credit-bearing internship will complete a self-evaluation form in Handshake.





**MARIST**  
UNIVERSITY.®

***INSPIRED TO DO MORE***

3399 North Road, Poughkeepsie, NY 12601-1387 | (845) 575-3547  
[marist.edu/academic-resources/career-services](http://marist.edu/academic-resources/career-services) | [career.services@marist.edu](mailto:career.services@marist.edu)