

SUNY Empire Internships

Internships are a way to connect professional experience with personal learning goals.

<http://www.esc.edu/collegewide-student-services/career-services/internships/>

Faculty/ Mentor

- Preliminary Conversation with Student
- Exploration of Possibilities and Connection to Academic, Professional and Personal Goals
- Development of Syllabus/Learning Contract
- Register Course
- Faculty evaluates student and assigns grade

Student

- Preliminary Discussion with Faculty/Mentor
- Exploration of Possibilities and Connection to Academic, Professional and Personal Goals
- Search for Internship Opportunity
- Obtain Internship/Communicate with faculty
- Register Course
- Register Internship with Career Services
- Participate in Internship
- Provide feedback on Internship Site
- Add to Resume/Rationale Essay

Career Services

- Assist student with Internship search by providing resources (resume development/review, job search, application development).
- Coordinate Affiliation Agreement and - Certificate of Liability Insurance with Internship Site and SUNY Empire
- Communicate with Employer and Student information about Title IX and Request for Feedback
- Provide Faculty/Mentor with completed feedback forms from student and employer.

RESPONSIBILITIES

Internship Sites 2015-2016

AIM Services
Broome Co. Office of Probation & Re-entry
Catholic Charities, Buffalo
The Community Hospice

Crisis Services, Buffalo
CraftFoxes
Directions in Independent Living
Endless Mountains Nature Center
Lower Adirondack Regional Arts Council

Montgomery Co. DSS
NYSDEC Lake Erie Fisheries Research Unit
Saratoga Farmers Museum
SUNY Empire