INTERNSHIP GUIDE FOR ALUMNAE
Dear Alumnae,

Thank you for your interest in helping current Hollins students gain valuable experience and make the most of a Hollins education. Your support is critical to the success of the internship program.

Many of you know firsthand the importance of internship opportunities that allow students to explore a career and discover if it matches their academic and personal interests.

An internship is the perfect venue for honing the skills that a liberal arts education from Hollins instills, including critical thinking, clear communication, collaboration, problem solving, and an appreciation of diverse points of view.

With these capabilities, our students are more prepared and confident than those who have simply mastered a highly specialized skill. Additionally, they will have a greater ability to learn new proficiencies that will be demanded in the years to come.

We thank you for your continued support. If you are just learning about the internship program—welcome! We look forward to working with you.

Kindest regards,

Ashley Glenn  
Director, Career Center

Ándrea Martin  
Assistant Director, Career Center
For more than 45 years, Hollins has offered students the opportunity to engage in internships during the January term. Hollins defines an internship as a learning opportunity in which a student gains supervised, practical experience with a business, nonprofit, or other organization. Students should have flexibility to explore and to discover, to ask pertinent questions, and to solve interesting problems. In addition, internships provide students with specific skills, give them insights into many professions, introduce them to the rigors of the workplace, and allow them to measure their own abilities against the demands of a given profession.

**WHAT IS AN INTERNSHIP:**
- An internship is a supervised work experience that has *intentional learning outcomes and goals for students*. It focuses on personal career development and is completed during Short Term, the academic year, or summer.
- Internships consist of educationally enriching projects with *outlined responsibilities, mentoring, evaluation, quality training, and supervision*. Seventy-five percent of job assignments should relate to the student’s major or career interests and involve both creative problem solving and progressively increased levels of responsibility. A *minimal amount of an intern’s assignments should include clerical work*.

**WHAT IS NOT AN INTERNSHIP:**
- An internship is not an unsupervised, part-time job with tasks unrelated to career experience and growth.

**Internships provide employers with:**
- Highly motivated students
- Quality work and new perspectives
- A pool of potential full-time employees to hire once the internship ends and the student graduates
- Increased visibility of your company, nonprofit organization, or an agency on our campus
Short Term Internship Program

• Students enroll in a full-time internship during the January Short Term and receive four academic credits. During these four weeks, students are required to participate in a single activity for academic credit.
• Students value the opportunity to explore work environments and career fields as they relate to their academic and extracurricular experiences.
• The nature of internships may vary, and most will require that the student serve as an assistant to a person in the organization, as part of a special project within the organization, or in some combination of the two.
• Internship responsibilities and expectations are to be discussed by the student, her faculty sponsor, and the on-site internship supervisor.
• All interns, internship supervisors, and faculty sponsors must understand the specific goals, duties, and responsibilities of the intern before beginning.
• Internships in which students perform only routine tasks such as filing and photocopying are unacceptable.

• A Short Term internship must be a minimum of 35 hours per week for four weeks.
• All internships have a tangible academic component (such as a journal), which is to be submitted to the faculty sponsor at the end of Short Term.
• A student may not intern with any firm or organization where she has been employed before, unless an internship supervisor can verify that the duties of the intern will be substantially different.
• The student must make an appointment with her faculty sponsor at the completion of Short Term to report on her internship and submit any assigned work.
• The faculty sponsor of a Hollins intern requires the supervisor’s evaluation in order to submit a grade for the student.

Hollins works with established businesses and organizations to coordinate internship opportunities. The university does not support internships that are strictly with individuals with no other employees.

Johnna Henry ’15, an art history major, interned at the Southeastern Center for Contemporary Art (SECCA) in Winston-Salem, North Carolina. Her internship was sponsored by Judy Lambeth ’73.
INTERNSHIP QUESTIONNAIRE
For alumnae and friend sponsors

GENERAL INFORMATION

Name __________________________________________________________________________________________

Alumnae or friend ______________________________________________________________________________

If you are an alumna, what is your class year? ______________________________________________________

Contact information (email, phone, address, city, state, and zip code):
___________________________________________________________________________________________
___________________________________________________________________________________________

Do you have a LinkedIn page? □ Yes □ No    If yes ________________________________

INFORMATION REGARDING INTERNSHIP

Business ______________________________________________________________________________________

Name of contact person __________________________________________________________________________

Title _____________________________________________________________________________________________

Contact information (email, phone, address, city, state, and zip code):
___________________________________________________________________________________________
___________________________________________________________________________________________

Number of internships available _________________________________________________________________

If known, provide types of internships needed/wanted __________________________________________________

Other pertinent information/qualifications needed of the applicant: ________________________________________

STEP 1
This first step in the process will assist us in facilitating the internship opportunity. We request
that you fill out the following form in order to provide the initial information about yourself,
contact information on a referral, the business or organization that you wish to represent,
and/or the housing you wish to offer.
Duties and job description (if known) ______________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

How would you like the Career Center to communicate with you regarding the internship:

Do you want us to: Work through you? □ Yes □ No
Directly with the contact person? □ Yes □ No

Should we contact you only if there is a challenge/problem? □ Yes □ No

Do you want us to copy you on all communications with the internship location? □ Yes □ No

Would you like to review applications (including résumé and cover letter) before sending them to
the internship contact person? □ Yes □ No

Would you like to interview the applicants: In person? □ Yes □ No
Through Skype? □ Yes □ No

Other _________________________________________________________________________________

STUDENT HOUSING

Are you able to house a student? □ Yes □ No

Do you know of housing options in the area? □ Yes □ No

If yes, please provide that information: ____________________________________________________________________________________________

_______________________________________________________________________________________
ALUMNAE INTERNSHIP DESCRIPTION FORM

STEP 2
Upon completion of the first step, we will forward a form requesting additional details about the internship to the business providing the internship. The form below provides necessary information for the Hollins Career Center to share with those students who are interested in the opportunity.

Today’s date __________________________________________________________________________
Name of business/organization ___________________________________________________________
Website _______________________________________________________________________________
Description of business/organization _________________________________________________________________________________________________
Type of business/organization ___________________________ Nonprofit or for-profit ____________
Contact name and title __________________________________________________________________
Telephone number ________________________________ Fax number __________________________
Email __________________________________________________________________________________
Address (include city, state, and zip code) __________________________________________________
_______________________________________________________________________________________
What departments offer internships? ______________________________________________________
Description of job tasks assigned to interns ________________________________________________
_______________________________________________________________________________________
Hours: 35 hours per week for four weeks during the month of January
Qualifications and/or majors preferred _____________________________________________________
_______________________________________________________________________________________
Materials needed to apply (please check):  □ Cover letter detailing experience and interest
                                             □ Résumé         □ Interview
STEP 3
Once the director of the Career Center has received a completed internship description form, we will email the appropriate faculty to see if there are any students interested in applying for the Short Term internship.

STEP 4
The following timeline represents the process through which all competitive internships undergo before the January Short Term. We will follow each of the steps as listed in order to establish successful connections between alumnae and prospective student interns.

SHORT TERM ALUMNAE INTERNSHIP TIMELINE

Recommended timeline for all alumnae-sponsored internships

By March 29: Invite and solicit new internship sponsors for January of the next year. Confirm commitments.

By April 30: Publicize and post openings for internships on campus and continue contacts with interested alumnae so that opportunities match student interests.

By Sept. 10: Confirm internships and housing with alumnae. Post internship openings and arrange interviews for students with alumnae.

By Oct. 10: Schedule as many interviews as possible during C3 conference. Schedule others as quickly as possible. Establish student application deadline.

By Nov. 1: Finalize January Short Term internships.

Please remember this is only a suggested timeframe. We are always looking for quality internships.