

CONVERSE COLLEGE INTERNSHIP HANDBOOK

<u>TABLE OF CONTENTS</u>	<u>PAGE NUMBER</u>
I. Greeting	2
II. Introduction	2
III. Converse College Policy	3-5
Regulations & Guidelines	3
Eligibility	3
Payment	4
Credits Earned: Hours Worked	4
Receiving Credit	4
Cancellation Policy	4
Grading of Internships	5
Transcripts	5
Financial Aid	5
Meal Credit	5
IV. Departmental Guidelines	6-14
Accounting	6
Art (Including Interior Design)	6-7
Biology	8
Business Administration	8
Chemistry	8-9
Computer Science/Math	9-10
Economics	10
English	10
Foreign Languages	11
History	11
Music	11-12
Politics	12-13
Psychology	14
Religion	14
Theatre	15
V. Administration of Internships	16-21
Roles and Responsibilities	16
Deadline	16
Placement Procedures	17
How to Write the Learning Agreement	17
Resumes for Internships	18
Selecting an Appropriate Placement	18
Meeting the Agency Supervisor	18
Questions to Aid Your Placement Decision	18
What to do After you have been Placed	19
Life as an Intern/Starting Out	20
Mid Point	20
Ending	21
Journal Writing	21
VI. Lists of Possible Internship Placements	22-36

Dear Prospective Intern:

Welcome to the Converse College internship program. Why should you include an internship as one of your academic experiences at Converse?

- Internships, or a career-related work experience, are required for some majors.
- Obtaining that first job is much easier with a career-related work experience.
- Internships also allow you to:
 1. Apply what you've learned in the classroom through hands on application or observation of concepts.
 2. Explore your interests and abilities in a variety of fields.
 3. Build a solid resume.
 4. Make valuable contacts with professionals in your field of interest.
 5. Earn academic credit.

The Office of Career Services, which coordinates all academic internships, works to ensure your success in an internship of your choice.

The following information explains how to initiate an internship, compose an internship resume, determine realistic goals for an internship, register for academic credit, and make the most of your time in the agency. In addition, please read carefully the information detailing the Converse policy and departmental requirements for earning academic credit.

Remember - **you** determine your internship success.

Sincerely,
Career Services Staff

INTRODUCTION

An internship is a work experience, which allows you to earn academic credit while providing you with career experience. Few internships are paid.

Interns become involved in a variety of tasks, from office procedures (filing, answering the telephone) to more complicated projects (planning and independently executing part of a company project). Some students have had internships evolve into jobs, and some students have had their names added to research projects because of internships.

To receive credit for an internship, you must follow the procedures outlined in this handbook.

Ordinarily, a student who has not interned and requests an internship will take priority over a student who is requesting a second internship.

CONVERSE COLLEGE POLICY

Regulations and Guidelines

- *** Placement in an internship is on a first-come first-served basis.
- *** The placement in an internship is a privilege, not a right.
- *** No student may initiate contact nor arrange her own internship for academic credit without explicit permission from Career Services. Either the faculty director or the intern coordinator in Career Services must initiate all requests to an organization concerning an internship. A student may ask for an inquiry to be made at a particular agency.
- *** A maximum of 12 hours internship credit may be counted toward graduation.
- *** Students must register for the internship in order to receive credit.
- *** Students are responsible for costs of registration, transportation, housing, and personal expenses as an intern. Students interning out of town or during the summer terms are responsible for locating their own housing.
- *** Students taking an internship for credit during summer term will be billed for summer school tuition.
- *** Converse College **does not guarantee** placement for any student. All attempts will be made to locate an internship for each approved student.
- *** Interns assume any potential risks to themselves by accepting placement at an internship site. Converse College is not liable for any injury or damages sustained.

Eligibility

In order to be eligible for an internship, the student must:

1. Be of junior or senior academic standing. Sophomores who have met departmental requirements and obtained permission of the faculty director may petition the appropriate academic dean for admission to an internship.
2. Have a minimum cumulative GPA of 2.0 at the time of application for an internship. Individual departments may require a higher cumulative or departmental GPA.
3. Have completed 12 credit hours at Converse College prior to approval to seek an internship.
4. Have a declared major.
5. Have the written approval of the faculty director (approval card). This approval card must be submitted to the intern coordinator at Career Services **before** a placement can be sought for the student. This approval card certifies that the student has met all departmental prerequisites.
6. Submit a resume to the intern coordinator.

Payment

Under no circumstances can Career Services or the intern request payment for an internship. Those agencies that offer payment to an intern do so at their own initiative. If you are to be paid as an intern the agency should provide the details of the payment process.

Relationship between Credits Earned and Hours Worked

Although each department determines the number of hours which must be served in order to receive a certain number of credit hours, it is generally necessary to work the equivalent of 200 hours to earn the maximum amount of credit available (per term) for any internship and 100 hours for the minimum amount.

Each department determines the exact number of hours that students may earn.

Receiving Credit

To receive credit, students must complete the application for an internship form and submit it to the Office of the Registrar in Carmichael Hall, just as one would register for any credit-bearing course. Be sure that you provide information concerning the course number, title and credit hours to be earned. **Registration is the student's responsibility.**

Students who will be interns during the summer must register before leaving the campus in the spring or at regular summer registration.

A student may **NOT** receive credit for a previous work experience; i.e., a student cannot receive credit for a summer work experience after the student has started to work. Exceptions to this rule must be submitted to the appropriate dean on a case-by-case basis.

Cancellation Policy

Before initiating an internship, the student should be certain she can follow through with this obligation. An internship arrangement requires a great deal of time, effort and commitment from the Office of Career Services and the sponsoring agency. An internship results from an agreement between the student, the college, and the work site. A student who does not follow through with her obligation to intern creates a negative impression of the student and Converse College. In the past, cancellation of internships resulted in the agency not accepting other interns.

Prior to requesting an internship, the student should consider, among other things:

1. If she can manage the working hours required for an internship, especially if she will be taking other classes.
2. If she can cover any housing, transportation, and personal expenses involved.
3. If she has any personal limitations which could prevent her from performing her duties as an intern.

If a student deems it necessary to cancel her request for an internship, she must notify the intern coordinator as soon as possible. If the internship has already been arranged at the time of cancellation, the student will be required to call the internship site and follow up in writing, explaining why she must cancel the internship. The letter must be submitted to the Career Services office along with a stamped, addressed envelope. Career Services will mail the letter to the internship site.

Grading of Internships

Internships are graded on a pass/fail basis. Exceptions to this practice must be submitted to the Curriculum Committee on a course-by-course basis.

Generally, the faculty director assigns the grade based upon the completion of departmentally required work (see departmental guidelines), the supervisor's evaluation of the intern, and how well the student met the objectives stated in the learning agreement and internship agreement.

Transcripts

On your transcripts from Converse College, internships appear as a course you have taken. The credit hours apply toward graduation, but, because internships are taken on a pass/fail basis, the internship does not affect your GPA if you pass. If you fail, the F will be counted in your GPA. In some cases, the employers request transcripts, before accepting a student as an intern.

Financial Aid

Students who are currently receiving financial aid are not affected by enrolling in an internship. However, work-study students need to notify the Office of Financial Aid if they will not be on campus during the internship. Those students will need either to make up the lost hours or to assume financial responsibility for the cost difference. See the Office of Financial Aid for further details.

Meal Credit

Those boarding students who will not be on campus during the term of their internship will need to notify the Accounts Receivable/Cashier in the Business Office so that a meal credit can be obtained. Credit for the expense of meals missed will appear on the student's account in the term following the internship.

DEPARTMENTAL GUIDELINES

Accounting 499 - Accounting Internship

Credits: 3 or 6 credits

Faculty Director: Ann Pletcher

Prerequisites: At least 18 hours in major department, including ACC 351 and 451; 2.5 GPA in major, and permission of the director.

Objectives: The accounting internship is designed to give the student practical experience in a public, private, governmental or not-for-profit accounting firm or the accounting department of a business or government agency.

Requirements: A journal of work assignments, duties and responsibilities must be maintained. The journal should also record the relationship between work experiences and classroom instruction.

Art 308 - Museum Internship

Credits: 3 major, 3 elective

Faculty Director: Suzanne Schuweiler-Daab

Prerequisites: A 3.0 average in the major. Art 280 and 380 and consent of the faculty director

Objectives: This program offers the student the opportunity to work in an art or decorative arts museum such as the Corcoran Gallery (Washington, DC), High Museum (Atlanta, GA), Valentine Museum (Richmond, VA), Mint Museum (Charlotte, NC) and the Gibbes Museum (Charleston, SC). Students have also had successful internships at art auction houses such as Sotheby's (NYC). The student learns the various phases of curatorship and gains exposure to major works of art through exhibitions and private collections of the museum.

Requirements: A daily journal of work experiences, a written summary of what was learned, and examples of written work that is produced during the internship are required. The student will meet with the faculty director at the end of the internship to review the experience.

Art 390 - Art Therapy Internship

Credits: 3 or 6, major

Faculty Director: Marilyn Field

Prerequisites: A 3.0 average in the major. Art 280 and Art 380, and consent of faculty director. Internship is for Senior Art Therapy Majors

Objectives: The internship consists of 100 hours of on-site experience in clinical and educational settings for 3 hours credit. The goal is for students to achieve proficiency in observing the art-making needs and abilities of various populations. The internship director will demonstrate Art therapy interventions in the various settings.

Requirements: One-hour weekly supervision meeting of all interns with the faculty director.

Attendance at these meetings is mandatory. Excessive absences could result in delayed completion of the internship.

There will be client permission slips so students may bring artwork to supervision. Students can benefit from shared experiences. This is a time for discussion of problems, triumphs, anxieties, and exploring responses to the therapy experience.

A time sheet is required documenting the hours spent in internship sites.

A daily journal:

Students should explore the events of the therapy experience and responses of the clients. The journal should be a record of student's analysis of the art therapy process.

There will be a form for the student to use to practice how to write case summaries and chart notes.

Class will be graded PASS/FAIL. On-site therapists will turn in evaluation forms on each student. This will be part of the student's record in Career Services.

Art 395 - Commercial Internship in Art

Credits: 3 or 6, major or elective

Faculty Director: Teresa Prater

Prerequisites: Art 111, 113, courses in the area of interest, and consent of faculty director.

Objectives: This program offers selected students the opportunity to work with business establishments or studio artists in such areas as advertising, computer graphing, photography, illustration, ceramics, textile design, and printmaking.

Requirements: A daily journal of work experience along with a portfolio of materials created during the internship. Both are to be reviewed by the faculty director at the end of the internship.

Art 485 - Interior Design Internship (Work Experience)

Credits: no credit

Faculty Director: Frazer S.M. Pajak

Prerequisites: DES 383, 384, 386 or permission of Faculty Director

Objectives: A program in which the student obtains 200 hours of practical on-the-job experience working in an interior design or architectural firm. As a requirement for the BFA degree in interior design, the student must have an adequate academic background in interior design before beginning this work experience.

Biology 481 - Internship in Biology

Credits: 3 or 4, elective

Faculty Director: Douglas Jensen

Prerequisites: One of Biology 100, 202, or 203; Junior or Senior Class standing; permission of the faculty director.

Objectives: To give a student practical work experience in the biological field.

Requirements: A journal must be kept which records what the student does each day. This journal will be turned in to the faculty director at the end of the internship to be read. This journal is not only a log of the student's activities but also must include the student's reactions to her assignments. The journal will be kept on file in the Department of Biology. In some cases, there will be required readings. At the conclusion of the internship, an oral report must be presented to the entire department. The student must work a minimum of 100 hours for 3 credits or 200 hours for 4 credits.

Business Administration 499 - Business Administration Internship

Credits: 3 or 6, elective

Faculty Director: Marlene Preedom

Marketing – Finance – International Business – Human Resource Management

Prerequisites: 18 hours of Economics and Business credit, a declared major in the department, a 2.5 GPR in the major, and consent of the faculty director.

Objectives:

1. Enhance knowledge and skills acquired in the classroom.
2. Assist the student in choosing a career.
3. Improve the communication skills of the student.
4. Assist in the development of interpersonal skills in the work place.

Requirements: A journal of work assignments, duties and responsibilities must be maintained and a copy of this journal must be given to the faculty director when the internship ends. The journal should record the relationship between work experiences and classroom instruction. At the conclusion of the internship, an oral report must be presented to the department.

Chemistry 481.I1 - Internship in Industrial Chemistry

Credits: 4, major

Faculty Director: Sharon Lambert

Prerequisites: Junior or Senior standing and permission of the department.

Objectives:

1. The student should learn how the industrial laboratory functions with respect to the company of which they are a part.
2. The student should become familiar with typical industrial surroundings including any manufacturing or research problems that may be encountered by the staff.

- The student will learn how scientists apply their knowledge and training in an industrial situation. The internship will generally not permit the student to enroll in any other course(s).

Requirements: The student will keep a journal recording each day's activities, her reactions to these activities, and what she has learned. A copy of the journal must be given to the department. A student is required to work a total of 160 hours.

Chemistry 481.I2 - Internship in Pharmacy

Credits: 4, major

Faculty Director: Sharon Lambert

Prerequisites: Junior or Senior standing and permission of the department.

Objectives: To give the student practical work in pharmacy for academic credit.

Requirements: The student will keep a journal recording each day's activities, her reactions to these activities, and what she has learned. A copy of the journal must be given to the department. A student is required to work a total of 160 hours.

Chemistry 481.I3 - Internship in Environmental Studies

Credits: 4, major

Faculty Director: Sharon Lambert

Prerequisites: Junior or Senior standing and permission of the department.

Objectives:

- To give the student a practical look at the environmental work arena in industrial, government or research settings.
- To become familiar with the types of problems encountered in environmental work.
- To learn what skills and training are necessary for work in this area.

Requirements: The student will keep a journal recording each day's activities, her reactions to these activities and what she has learned from them. A copy of the journal must be given to the department. A student is required to work a total of 160 hours.

Computer Science 450 - Programming Internship

Credits: 3 or 6, elective

Faculty Director: James Hymas

Prerequisites: CSC 202 or the equivalent.

Objectives:

- To give the student experience with the actual practice of computer science outside of the academy.
- To give the student an opportunity to explore a possible career in computing prior to graduation.

- To give the student some actual work experience, as a potential career starting point.

Requirements: The student must maintain a journal describing her activities during the internship. The journal must be submitted to the faculty director.

Computer Science 460 - Computing Internship

Credits: 3 or 6, elective

Faculty Director: Peter Brown

Prerequisites: Computer Science 450

Objectives:

- To give the student experience with the actual practice of computer science outside of the academy.
- To give the student a further opportunity to explore a possible career in computing prior to graduation.
- To give the student more actual work experience, as a potential career starting point.

Requirements: The student must maintain a journal describing her activities during the internship. The journal must be submitted to the faculty director.

Economics 499 - Economics Internship

Credits: 3 to 6

Faculty Director: Woodrow Hughes

Prerequisites: At least 18 hours in major in department; 2.5 GPA in major; and permission of the director.

Objectives:

- Enhance knowledge and skills acquired in the classroom.
- Assist the student in choosing a career.
- Assist in the development of interpersonal skills in the work place.
- Improve the communication skills of the student.

Requirements: A journal of work assignments, duties, and responsibilities must be maintained, and a copy of this journal must be given to the faculty director when the internship ends. The journal should record the relationship between work experiences and classroom instruction. At the conclusion of the internship, an oral report must be presented to the department.

English 493 - Publications/Media Internship

Credit: 3 or 6, elective

Faculty Director: Karen Carmean

Prerequisites: English 291, or English 294 and consent of the Faculty Director

Objectives: This internship accommodates those students interested in such fields as journalism publishing, TV, radio, advertising and public relations. It allows students exploration of possible professional interests before graduation,

enables them to gain experience and assemble a professional portfolio in preparation for entering the job market.

Requirements: For 3 hours credit, the student must work 100 on-site hours, and 6 hours credit requires 200 on-site hours. The student is required to submit a one-page memo report summarizing her internship experience in addition to either a portfolio, video or a CD. If these do not apply, she may submit a journal of her work experience.

Foreign Languages 496 - Foreign Languages Internship

Credit: 3 or 6, elective

Faculty Director: Rafael Hernandez

Prerequisites: Permission of the faculty director

Objectives:

1. To hone speaking, reading and writing foreign language skills by working in a public or private agency which relies on that language to conduct business;
2. To test the student's interest/aptitude for a particular career which utilizes a foreign language.
3. To work under the supervision of a skilled professional in the field of foreign languages so that the student can apply and enhance skills/knowledge acquired in the classroom.

Requirements: The student must maintain a daily journal in which assignments and the relationship between the work place and the classroom are discussed. The student is responsible for keeping a record (copies) of completed tasks which will be presented to the faculty director after the internship is completed.

History 496 - Internship in Applied History

Credit: 3 or 6

Faculty Director: Melissa Walker

May be taken for elective or history credit, but may not count toward the 30-hour minimum required for a history major.

Prerequisites: Permission of the faculty director

Objectives: To give the student experience in areas of applied history (archival work, museum curatorship, management of historic properties, and historic restoration) in such places as the National Trust and the SC Department of Archives and History.

Requirements: Varies; Consult Faculty Director.

MUB 301 - Music Business Internship

Faculty Director: Professor David Berry

Credit: 2.5 (a minimum of 100 hours of work per term/semester)

- Prerequisites: MUB 101 and permission of the department.
- Objectives: A single-term, external, supervised internship with a professional business, school, or performing arts organization specializing in some area(s) related to music business. The course is required for the completion of the music business degree.
- Requirements: The student must maintain a daily journal describing activities during the internship. A post-internship interview with the faculty director must be scheduled after the journal is handed in and before the grade is submitted.

MMD 450 - Music Media Internship

Faculty Director: Professor David Berry

Credit: 3 (a minimum of 120 hours of work per term/semester)

- Prerequisites: Declared music major and permission of the department. Additionally, MUB 101 for Music Business majors.
- Objectives: A single-term, external, supervised internship with a business specializing in some area(s) of music business. This course is required of BA (Music Business Emphasis) with a Music Media Concentration.
- Requirements: The student must maintain a daily journal describing activities during the internship. A post-internship interview with the faculty director must be scheduled after the journal is handed in and before the grade is submitted.

Music Education 450 (MUE 450): Internship in Music Education or Pedagogy

Faculty Director: Patricia S. Foy

Credit: 1-6, elective

- Prerequisites: Must have at least junior status and consent of the Music Education Department as well as the Music Curriculum Committee.
- Objectives: This supervised internship provides music majors with an opportunity to explore an external area of interest related to Music Education or Pedagogy.
- Requirements: The student and faculty supervisor (appointed by the Faculty Director) will plan appropriate activities for the internship. These may include directed readings, writing a paper, or keeping a reflective journal.

MUA 450: Internship in Performance

Faculty Director: Chair of Music

Credit: 1-6, elective
Performance Department

- Prerequisites: Declare music major; permission of the department
- Objectives: A supervised internship which provides music majors with the opportunity to explore an external area of interest related to Performance Studies.

Requirements: The student and faculty supervisor (appointed by the Faculty Director) will plan appropriate activities for the internship.

Politics 494 - The Congressional Internship

Credit: 3 or 6, elective

Faculty Director: Jeff Poelvoorde

Prerequisites: 1. POL 101 completed with at least a B- OR POL 101 completed with at least a C- AND at least a B- in a 300 or 400 level National Affairs course. Or, Advanced Placement in American Politics with a score of 3 or better AND at least a B- in a 300 or 400 level National Affairs course.
2. 2.5 GPR.
3. Consent of the Faculty Director.

Objectives: To give the student the opportunity to work in the office of a U.S. Senator or Representative.

Requirements: For 3 hours of credit, the student must work 100 hours and for 6 hours, 200 hours. The student must either maintain a journal describing her activities during the internship or produce a substantial paper under the direction of the faculty director.

Politics 495 - The State Legislative Internship

Credit: 3 or 6, elective

Faculty Director: Jeff Poelvoorde

Prerequisites: 1. POL 101 completed with at least a B- or POL 101 completed with at least a C- AND at least a B- in a 300 or 400 level National Affairs course. Or, Advanced Placement in American Politics with a score of 3 or better AND at least a B- in a 300 or 400 level National Affairs course.
2. 2.5 GPR
3. Consent of the Faculty Director.

Objectives: To give the student the opportunity to work in the office of a state legislator.

Requirements: For 3 hours of credit, the student must 100 hours and for 6 hours, 200 hours. The student must either maintain a journal describing her activities during the internship or produce a substantial paper under the direction of the faculty director.

Politics 496 - Public Administration/Public Policy Internship

Credit: 3 or 6, elective

Faculty Director: Jeff Poelvoorde

Prerequisites 1. POL 101 completed with at least a B- OR POL 101 completed with at least a C- AND at least a B- in a 300 or 400 level National Affairs course. Or, Advanced Placement in American Politics with a score of 3 or better AND at least a B- in a 300 or 400 level National Affairs course; one other relevant

course as approved by the instructor.

2. 2.5 GPR.
3. Consent of the Faculty Director.

Objectives: To give the student the opportunity to work in a public agency or in a private organization with an interest in public policy.

Requirements: For 3 hours of credit, the student must work 100 hours and for 6 hours, 200 hours. The student must either maintain a journal describing her

activities during the internship or produce a substantial paper under the direction of the faculty director.

Politics 498 - Court & Law Internship

Credit: 3 or 6, elective

Faculty Director: Jeff Poelvoorde

- Prerequisites
1. POL 101 completed with at least a B- OR POL 101 completed with at least a C- AND at least a B- in a 300 or 400 level National Affairs course. Or, Advanced Placement in American Politics with a score of 3 or better AND at least a B- in a 300 or 400 level National Affairs course.
 2. 2.5 GPR
 3. Consent of the Faculty Director.

Objectives: To give the student the opportunity to work in a law office.

Requirements: For 3 hours of credit, the student must work 100 hours and for 6 hours, 200 hours. The student must either maintain a journal describing her activities during the internship or produce a substantial paper under the direction of the faculty director.

Psychology 499 - Internship in Professional Psychology

Credit: 3, major

Faculty Director:
Any Full-Time Psychology Faculty

Prerequisites: Psychology 204, 231, 303, and 332; 3.0 GPA in Psychology major

Objectives: To enhance a psychology major's opportunities in the job market by giving her work experience.

- Requirements:
1. One hundred hours on site work for 3 hours credit.
 2. For Winter Term, weekly meetings with faculty director and other interns.
 3. For Fall and Spring Terms, bi-weekly meetings with faculty director and other interns.
 4. For Summer Term, arrangements will be determined.

Religion 350 - Individual Religion Internship

Credit: 3 or 6, major or elective

Faculty Director: Corrie Norman

Prerequisites: Consent of the faculty director

Objectives: To provide an opportunity to experience and reflect upon everyday working conditions in a position related to the study of religion or philosophy. Organizational contexts could include, but are not limited to, religious communities, social, health, or community agencies, and educational institutions. The structure of the experience should reflect preparatory coursework in the study of religion or philosophy and student career and academic interests.

Internships can also be arranged to extend over two terms or the entire academic year. For example, one might go through the extensive Hospice training course in the fall and then work a five hour shift each week during winter and spring terms.

Requirements: Student must work 100 on-site hours for 3 hours credit and 200 on-site hours for 6 hours credit. The student will plan the internship in consultation with the faculty advisor and will update the advisor on the experience on a regular basis. Relevant preparatory coursework may be required. Directed readings, reflection in short writing assignments, and a final paper or project may be required.

Theatre 411 - Professional Theatre Internship

Credit: 3 or 6, major

Faculty Directors: John Bald & Steve Hunt

Prerequisites: Theatre 102, and 201 or by permission of the Department Chair. Theatre majors, minors or others, with permission of the Department Chair. All internships must be pre-approved by the Department Chair or faculty director.

Objectives: The program is designed for students who plan to pursue theatre as a career. It offers the Theatre students an opportunity to observe and participate in the activities of a professional theatre.

Requirements: For 3 hours credit, the student must work 100 on-site hours, and 6 hours credit requires 200 on-site hours. The student must keep a journal describing her work and must participate in a post internship interview with the faculty director.

Theatre 412 - Professional Internship in Arts Management

Credit: 3 or 6

Faculty Directors: John Bald and Mary Nicholson

Prerequisites: Consent of the Director of the Arts Management Program.

Objectives: This program is designed for those students who plan a career in arts management. Students accepted for the program will observe and participate in the activities of an Arts Council or similar organization whose function is the management of an arts activity.

Requirements: For 3 hours credit, the student must work 100 on-site hours, and 6 hours credit

requires 200 on-site hours. The student must keep a journal describing her work and must participate in a post internship interview with the faculty director.

ADMINISTRATION OF INTERNSHIPS

ROLES AND RESPONSIBILITIES

Career Services assumes responsibility for arranging the internship, assisting the student in the composition of a resume and/or additional application materials, coordinating all written materials, discussing learning objectives with the student and supplying campus administrative offices with a confirmed list of interns.

The Faculty Director is the Converse faculty member who determines the eligibility of the student, answers questions of an academic nature, assists the student in the completion of the learning agreement, and assigns the final grade.

The Intern is responsible for designating the type of placement she desires, researching companies and organizations, identifying potential internship sites, determining her goals and objectives, writing a resume, completing all assigned forms and ensuring their return to the Office of Career Services. The student is responsible for the completion of the Approval Form, Learning Agreement, Liability Form and Application for Internship **before** the internship begins, as well as the student evaluation at the end of the internship. In addition, the intern is responsible for informing the Office of Career Services if conditions of the internship (supervisor, hours, etc.) change. **The intern must notify Career Services if she does not plan to participate in an internship that is being arranged or has been confirmed.**

The Supervisor of the intern is responsible for orienting the intern to the agency, assigning tasks and responsibilities, and monitoring the progress of the intern. The supervisor will complete the internship agreement and the final evaluation of the intern. If visited, the supervisor will meet with the intern coordinator and/or faculty director to discuss the internship.

UNDER NO CIRCUMSTANCES SHOULD A STUDENT FEEL OBLIGATED TO CONTINUE AN INTERNSHIP IF SHE BELIEVES HER WELFARE IS IN DANGER. IN SUCH A SITUATION, THE STUDENT MUST NOTIFY THE INTERN COORDINATOR AND/OR FACULTY DIRECTOR IMMEDIATELY. NO PENALTY WILL ENSUE.

DEADLINES

Students are encouraged to begin the internship placement process as early as possible (at least a term prior to the internship), keeping in mind that writing a resume and coordinating placement at an internship site takes time.

Deadlines: (to turn in completed approval card and approved resume)

FALL TERM

WINTER TERM

SPRING TERM

SUMMER TERM

APRIL

NOVEMBER

DECEMBER

MARCH

Keep in mind that some agencies have deadlines prior to our recommended dates.

INTERNSHIP PLACEMENT PROCEDURES

1. The student should attend an internship information session to discuss procedures and her resume, and to receive an approval card. The approval card must be completed by the student, signed by the appropriate faculty director, and submitted to Career Services by the appropriate deadline.
2. The student should schedule an appointment with the intern coordinator at Career Services to turn in the approval card, discuss her research of potential internship sites, and review the rough draft of her resume. The resume is supplied to the site, so it should be as professional as possible. As soon as the resume is completed, the intern coordinator will send the information to the requested placement site.
3. When the intern coordinator has located an acceptable placement which is interested in hosting the student, the student will be notified. The student will then arrange a meeting with the potential agency supervisor to discuss the content, work schedule and starting/ending dates of the internship (see "Meeting the Supervisor").
4. After the student and agency supervisor have met and agreed upon the internship, the student will complete a learning agreement. The student will also complete an application form and turn it into the Registrar in order to register for the internship.
5. The student should then make an appointment with the faculty director to discuss projected responsibilities and objectives for the learning agreement. The learning agreement must be completed and on file in the Office of Career Services **prior to beginning** the internship.
6. The agency supervisor is sent an Internship Agreement which stipulates the orientation, responsibilities, and supervision intended by the agency for the intern.
7. Finally, all FIRST TIME interns are **required** to attend an internship orientation sponsored by the Office of Career Services **prior** to starting the internship.

HOW TO WRITE A LEARNING AGREEMENT

The premise of experiential education is that experience teaches. However, to receive credit, you must be able to articulate what you hope to learn. The learning agreement sets forth the learning objectives of the student and the credit arrangements for the internship. It is simply a way for you to express your expectations of the internship to your faculty director and agency supervisor. Your supervisor will use this agreement to plan your activities and responsibilities.

There are many ways to approach a learning agreement. In your proposal, address the following concerns:

1. What do you want to learn? What questions do you have going into the internship that you want answered? Apply these questions to three areas: field (subject area), professional (personnel, operations) and personal (your aptitude for the field).
2. What resources will help you meet your objectives? Refer to people, places and things (books, journals, associations, etc.).
3. What strategies or tasks will help you meet your objectives? Are the assignments directed

toward specific goals for the internship? You may want to consider writing, reading, observation, performance, special projects, training, informational interviews, related workshops, and other professional activities.

4. What will your faculty director use to calculate your grade for the internship? They will use the supervisor's evaluation, your self-assessment, your journal, portfolio, bibliographies, supplementary readings, and samples of your work. Be sure to include due dates.

RESUMES FOR INTERNSHIPS

A resume is NOT everything that you have ever done. An internship resume highlights your academic preparation, activities and, if applicable, related experience. Individual taste determines the format of each resume, but all resumes should be error-free, organized, consistent and honest.

SELECTING AN APPROPRIATE PLACEMENT

1. Review the Career Services database for information on past internships and potential companies.
2. Read about national internships listed in published directories within Career Services.
3. Read evaluations of the placement from prior interns (if available) that are kept in the Office of Career Services.
4. Research company websites for information regarding potential internship programs.
5. Discuss potential placements with your faculty director and the intern coordinator at Career Services.
6. Ask questions in your initial meeting with the potential agency supervisor concerning: responsibilities, deadlines, stress, work space, flexibility of projects, etc.

MEETING THE AGENCY SUPERVISOR

Being nervous at the first meeting with your agency supervisor is normal; in fact, a little extra adrenaline often makes you perform better. However, there are some things to help you make the best impression:

1. Dress appropriately. Professional clothing is a must: no short skirts, no textured hose, no super high heels, no see-through blouses, no large or "loud" jewelry.
2. Do NOT wear perfume. Many people are allergic to perfumes. Besides, the office is not the place to wear perfume.
3. Take only what you will need during the interview. Carrying a bulky purse, a briefcase or notebook, and in some cases, a portfolio makes you look overburdened and unorganized. You should carry a small notebook in case you need to write down information.
4. Before you go to the meeting, look at a calendar and decide upon the best starting/ending dates and hours for you. If you know you will need to be absent from the internship on a certain date or time, keep that time in mind to notify the supervisor.

5. Assume a formal demeanor. Sit straight, maintain eye contact, and shake hands if offered.
6. Listen carefully. Ask questions if you do not understand what is being described. Asking questions is the best way to discover if the agency fits your expectations for the internship.
7. Discuss and agree upon a starting date, time and work schedule.
8. Be certain to arrive on time or five minutes early for your interview.
8. Have questions! Below is a list of possible questions that you may ask:

QUESTIONS TO HELP YOU FIND OUT ABOUT A POTENTIAL PLACEMENT

1. What is the general role and status of interns at the site?
2. What would your tasks and duties be? What day-to-day assignments can you expect?
3. Does the site supervisor have a written job description of the position?
4. What hours would you be working? (is overtime required)
5. Does the position require any special skills or education (course work)?
6. Who would be your immediate supervisor and how closely would you be supervised? (Try to meet this person).
7. Where does the department in which you will be assigned fit into the overall structure of the organization?
8. What is the content of the orientation provided to interns? Who conducts the initial orientation?
9. Is the internship one that might place you in the situation of handling an emergency? If so, what training will you be given for such a situation?
10. Are you likely to incur any expenses in the performance of your duties? If so, will you be reimbursed?
11. Are there any special organizational rules you should know about?
12. Are there any special legal limitations that apply to you because of your work at the site (bonding, confidentiality, security clearance, etc.)
13. Can the agency assist you in locating housing for the duration of the internship?

WHAT TO DO AFTER YOU HAVE BEEN PLACED AND ACCEPTED

1. Write a letter or call the agency confirming your acceptance, thanking them for the opportunity and reconfirming your starting date and time.
2. Notify your faculty director and Career Services of your mailing address during the internship, work schedule and supervisor's name and contact information (phone numbers, address, email).
3. Register for the internship by turning in the Application for Internship Form to the Registrar.
4. Attend an orientation session **required** of all FIRST TIME interns sponsored by Career Services.
5. Make sure all necessary forms have been completed and are on file in the Office of Career Services.
 - a) Approval Card

- b) Learning Agreement
- c) Application for Internship Form
- d) Acknowledgment Form

LIFE AS AN INTERN STARTING OUT:

Each intern and internship is different. However, internships tend to follow a pattern of which you need to be aware so that you can excel. Keep in mind that an internship is a learning experience, but "you have to learn to crawl before you can walk, and walk before you can run."

The first few days, or week, orient you to the agency, its mission and structure and daily routine. During this period, you will normally be introduced to fellow workers, given a tour of the department or facility, and assigned some simple tasks. These simple tasks are VERY important. Assume them with great seriousness. Answering the telephone may seem menial, but remember that in answering the telephone, you are making the first impression of the agency for a prospective client. Similarly, delivering mail and messages are essential for office efficiency. Stuffing envelopes, typing letters, etc., may not feel very important, but all entry-level personnel and most managers will do what is necessary to get the job done.

So, remember that your attitude and aptitude the first week is key to your success as an intern. By showing that you have mastered the first assignments, that you have become a part of the agency, and that you are ready for more complex assignments, the internship will become a learning experience.

By the end of the orientation period, you should be assigned projects that involve more complex skills or thought processes. Be sure to communicate to your supervisor that you are able to take on increasingly more difficult tasks. If the assignments suddenly overwhelm you, then ask for support or guidance on the way to complete the project. DON'T simply say "I can't do this." Learn how to do it.

The first few weeks (or days, depending on the term you intern) are the perfect time to discuss with your supervisor a learning progression for the entire internship. Plan an agenda of tasks that increase in difficulty. In this way, you and the supervisor will have a clear and written chart of goals to be met.

MID-POINT:

By the mid-point of the internship, you need to get some formal feedback from your supervisor. Make an appointment to review your progress and confirm/amend the schedule for the remainder of the internship. Although you may work side by side during the internship with your supervisor, a thoughtful, focused discussion is necessary.

It is common during the mid-point of the internship to experience a feeling of letdown or drop in energy. The enthusiasm that you went into the internship with the first day seems to dwindle. It's okay. To get your energy and interest back, try some different ideas. Take a different approach to your assignments; ask to participate in something completely unexpected but relative. Take a colleague to lunch. Use your lunch hour to take a walk, go shopping, read a book. Be sure to address the feelings you experience in your journal.

ENDING THE INTERNSHIP:

Usually, the final weeks of the internship go very quickly. It seems that once you get the hang of it, the internship is over. That feeling means that you've accomplished your learning objectives. To end the internship properly, follow a few rules:

- * Schedule an exit interview with your supervisor. In this meeting discuss your final evaluation of the internship and listen to your supervisor's final evaluation of your performance. Be honest. Offer solutions to problems you encountered. Ask for advice in developing areas of weakness. Accept the evaluation of your performance with grace and poise.
- * Ask your supervisor and/or coworkers (depending on their abilities) to write a letter of reference for you. This letter can be kept in your credentials file at Career Services or you can keep it yourself.
- * Say good-bye and thank you. Don't simply disappear from the site and think that everyone knew you were leaving. During the last few days, express your gratitude to those persons who really made the internship beneficial. If you have developed a relationship with clients, be sure to let them know you are leaving and who will be responsible for their cases in the future.
- * Make notes of the work you have started and will not be able to finish. This is crucial. By making sure that the next intern or office personnel will be able to quickly understand where you left off and what needs to be done next, you are making an excellent impression AFTER you leave.
- * Within a week after leaving the internship, send a thank you note to the supervisor and/or staff. Again, thank them for the opportunity and time they gave to you.
- * Make sure you have turned all necessary materials in to your faculty director.
- * Complete the internship evaluation form and return it to Career Services.

JOURNAL WRITING:

Keeping a journal is usually required by your faculty director to receive academic credit. As such, you should find out when the journal must be turned in to your faculty director. However, it is the suggestion of Career Services that all interns maintain a daily journal whether or not it is required. IF your faculty director requires a journal, then the following suggestions might help:

1. Do NOT write in your journal during working hours. If necessary, make a list of activities or key words during the day to prompt your memory after work.
2. Be sure that your journal is legible. You will not receive academic credit if your faculty director cannot read about the internship.
3. Include more than a log of assignments or projects. Although it is necessary to indicate exactly what you are involved in, the purpose of the journal is to gauge your reactions and learning. As such, ask yourself: Did I describe the assignment, observation, and experience? What did I learn from this assignment or from observing this meeting? How does my course work relate to this assignment? Do I enjoy what I am doing? Would I like to do these things as a career?

4. Your journal **MUST** be turned in to your faculty director to receive academic credit for the internship.
5. Write in your journal every day.

LISTS OF POSSIBLE INTERNSHIP PLACEMENTS

The following placements for internships are those with advertised programs or those which have accepted Converse interns in the past. Suggestions for placements not on the list are welcome and encouraged. Keep in mind that this list is **not** all-inclusive.

ACCOUNTING INTERNSHIPS

Airport Marriott - Greenville, SC
 Adidas, inc. - Spartanburg, SC
 Blockbuster Entertainment Corp. - Spartanburg, SC
 Bread for the World (acct. dept.) - Washington, DC
 Carroll D. Solesbee, P.A. - Spartanburg, SC
 Cherry Bekaert & Holland, CPA - Spartanburg, SC
 Coopers & Lybrand - Columbia, SC; Knoxville, TN
 Coulter & Justus, PC - Knoxville, TN
 Crisp Hughes & Co. - Greenville, SC
 Deloitte & Touche - Greenville, SC
 Ernst & Young - Spartanburg, SC; Winston-Salem, NC
 Denny's - Spartanburg, SC
 Gamble, Givens & Moody - Charleston, SC
 Greenville Urban League - Greenville, SC (summer only)
 Harris Swaim Brown & Elliott - Spartanburg, SC
 Hoechst-Celanese - Spartanburg, SC
 Hyatt Regency - Greenville, SC
 JM Smith Corp. - Spartanburg, SC
 KPMG Peat Marwick - Greensboro, NC
 Lee Broome MacBay & Luttrell - Spartanburg, SC
 Mary Black Health Network, Inc. - Spartanburg, SC
 McAbee, Talbert, Halliday & Co. - Spartanburg, SC
 Merrill Lynch - Spartanburg, SC
 Noland Company - Spartanburg, SC
 PriceWaterhouseCoopers - Spartanburg, SC
 Rogers & King - Spartanburg, SC
 SC Tax Commission - Columbia, SC
 Sea/Land Services - Charleston, SC
 Spartanburg Regional Medical Center - Spartanburg, SC
 Towers-Perrin, Houston, TX

INTERNSHIPS IN ART

Agency Burnette (Arts Mgt.) - Atlanta, GA
 Alliance of Resident Theatres - New York, NY
 Arthur M. Sackler Gallery - Washington, DC
 Arts Council for Fairfax County - Ann Alandale, VA
 Asheville Community Theater - Asheville, NC
 Atlanta Apparel Mart (fashion) - Atlanta, GA
 Babbit & Reiman (advertising) - Atlanta, GA (CA)
 Beverage Air (graphics) - Spartanburg, SC (CA)
 Biltmore Estate - Asheville, NC
 Bread for the World - Washington, DC
 Callaway Gardens - Pine Mountain, GA
 City of New York Urban Corps - New York, NY
 Colonial Williamsburg - Williamsburg, VA
 Conservation Analytical Laboratory - (Smithsonian) Washington, DC
 Cooper-Hewitt Museum - New York, NY
 Dallas Museum of Art - Dallas, TX
 Denver Art Museum - Denver, CO
 Drayton Hall - Charleston, SC
 Denny's (graphics) - Spartanburg, SC
 Emily Ray Jewelry - Spartanburg, SC
 Gallery 522 - Spartanburg, SC
 Gaston County Museum - Dallas, NC
 Gerber Children'swear (designing) - Greenville, SC
 Gibbs Art Gallery - Charleston, SC
 Goudelock Advertising - Greenville, SC (CA)
 Green Hill Center for NC Art - Greensboro, NC
 Greenville Metropolitan Arts Council - Greenville, SC
 Gwinnett Council for the Arts - Duluth, GA
 Henderson Advertising - Greenville, SC (CA)
 High Museum of Art - Atlanta, GA
 Hirshhorn Museum and Sculpture Garden - Washington, DC
 International Sculpture Center (multiple) - Washington, DC
 Jacob's Pillow Dance Festival, Becket, MA
 Jane Dempsey Fort (artist) - Spartanburg, SC
 Ken Gasque Design & Advertising - West Columbia, SC (CA)
 Leslie Advertising - Greenville, SC (CA)
 Lockwood Greene Engineers, Inc. - Spartanburg, SC
 Marshall I. Pickens (art therapy) - Greenville, SC
 Metropolitan Arts Council - Greenville, SC
 Metropolitan Museum of Art - New York, NY
 Milliken and Company - Spartanburg, SC
 Mobile Health Technologies (graphics) - Spartanburg, SC
 Museum of Fine Art - Birmingham, AL
 National Air and Space Museum - Washington, DC
 National Building Museum - Washington, DC

National Endowment for the Arts - Washington, DC and other
 National Gallery of Art - Washington, DC
 National Museum of African Art - Washington, DC
 National Portrait Gallery - Washington, DC
 National Zoological Park (graphic arts) - Washington, DC
 Newfound Harbor Marine Institute (video) - Big Pine Key, FL
 N.C. Department of Cultural Resources - Raleigh, NC
 Ogilvy and Mather (advertising) - Atlanta, GA (CA)
 Patriots Point - The Naval & Maritime Museum (historical preservation) - Charleston, SC
 Peace Center - Greenville, SC
 Richard Riley Productions - Clearwater, FL
 SC Governor's School for the Arts, Greenville, SC
 SKEMA (textile design) - Atlanta, GA
 Smithsonian Institution - Conservation Analytical Laboratory
 Smithsonian Institution Press
 Smithsonian Institution Traveling Exhibition Service
 Smithsonian National Associate Program
 Smithsonian - Office of Arch. History and Historic Preservation
 Smithsonian - Office of Exhibits Central
 Smithsonian - Office of Museum Programs
 Smithsonian - Office of Printing and Photographic Services
 Sonoco Products Company - Hartsville, SC
 Sotheby's - New York
 Spartanburg Arts Council (art therapy) - Spartanburg, SC
 Spartanburg Arts Council - Spartanburg, SC
 Spartanburg Community Events (arts mgt.) - Spartanburg, SC
 Spartanburg Historical Association (museum mgt.) - Spartanburg, SC
 Spartanburg Little Theatre (arts mgt.) - Spartanburg, SC
 Spartanburg Regional Medical Center (art therapy)- Spartanburg, SC
 Spoleto Festival USA - Charleston, SC
 State Museum of South Carolina - Columbia, SC
 Telfair Academy of Arts and Sciences, Inc. - Savannah, GA
 The Washington Center - (arts management)
 The Corcoran Gallery of Art - Washington DC
 The Creative Edge, Inc. - Spartanburg, SC
 The Kennedy Center - Washington, DC
 The Library of Congress - Washington, DC
 The Lion Press - Spartanburg, SC
 The MacNeil/Lehrer NewsHour (graphic arts) - New York, NY
 The Mint Museum - Charlotte, NC
 The Museum of Modern Art - New York, NY
 The Sierra Club - San Francisco, CA (CA)
 The Souther Agency - Spartanburg, SC (CA)
 U.S. Chamber of Commerce - Washington, DC
 Upstate Tech Prep Consortium - Campobello, SC

WCVB TV 5 - Boston, MA (CA)
 WSPA (art department) - Spartanburg, SC
 Zimmerman Partners, Inc. - Ft. Lauderdale, FL (CA)

INTERNSHIPS IN BIOLOGY

AAA Environmental - Spartanburg, SC
 Agency for International Development - Washington, DC
 Animal Medical Center (veterinarian) - Spartanburg, SC
 BC Enterprises - Spartanburg, SC
 B. Lee Smith (dentistry) - Spartanburg, SC
 Baptist Medical Center - Columbia, SC
 Boston University/Sargent Camp (environmental educ.) - New Hampshire
 Callaway Gardens (horticulture) - Pine Mountain, GA
 Cardiology Consultants (Dr. James Story) - Spartanburg, SC
 Carolina Raptor Center (animals) - Charlotte, NC
 Center for Forest & Wetlands Research - Charleston, SC
 Central Carolinas Rehabilitation Complex (OT & PT) - Lancaster, SC
 Charles Lea Center - (OT & PT & speech pathology) - Spartanburg, SC
 Charlotte Memorial Hospital (pharmacy) - Charlotte, NC
 Chemsystems - Spartanburg, SC
 Crotched Mountain Rehabilitation Center, Inc. - Greenfield, NH
 David M. Berry, MD - Spartanburg, SC
 Dr. Elizabeth Arnett Jabbour - Dentist - Spartanburg, SC
 Dr. Julie Kavanaugh - Spartanburg, SC
 Drs. Allred & Elhassani (neonatology) - Spartanburg, SC
 Dr. Iskersky (neonatology) - Spartanburg, SC
 Dr. Alva Pack (optometrist) - Spartanburg, SC
 East Cooper Community Hospital - Mt. Pleasant, SC
 Emory Sports Medicine Clinic (PT) - Decatur, GA
 Gibbes Landscape (summer only) - Smyrna, GA
 Great Smoky Mountains Institute at Tremont (env. educ) - Tennessee
 Greenville Hospital System, Greenville, SC
 Healthy Mothers, Healthy Babies - Washington, DC
 Hematology & Neoplastic Diseases (Dr. J. Bearden) - Spartanburg, SC
 Hoechst-Celanese (Ind. hygienist) - Spartanburg, SC
 Laidlaw Environmental Services - Roebuck, SC
 Land & Lab Technology, Inc. - Spartanburg, SC
 Laurelwood Farms - (horses) Spartanburg, SC
 Lunar & Planetary Institute (astrophysics/astronomy) - Houston, TX
 Mary Black Memorial Hospital (pediatrics & PT & rehab services) - Spartanburg, SC
 Medical University of South Carolina, Charleston, SC
 Methodist Evangelical Hospital - Lab - Louisville, KY
 Moses Cone Hospital (emergency medicine) - Greensboro, NC
 Museum of Natural History - Smithsonian - Washington, DC
 National Air & Space Museum - Washington, DC

National Cancer Institute/Frederick Cancer Research Facility - MD
 National Wildlife Federation (biology) - multiple placements
 National Zoological Gardens - Washington, DC
 National Zoological Park - Smithsonian - Washington, DC
 Nature Conservancy - Columbia, SC
 Newfound Harbor Marine Institute - Big Pine Key, FL
 Novacare, Inc. (occupational therapy) - Spartanburg, SC
 Office of Horticulture - Smithsonian - Washington, DC
 Orthopedic Surgery (physical therapy) - Spartanburg, SC
 Physical Therapy, Inc. - Gaffney, SC
 Piedmont Rehabilitation (physical therapy) - Spartanburg, SC
 Poliakoff & Poole Law Offices - (environment law) - Spartanburg, SC
Ranger Rick's Naturescope (for Educ/Sci majors) - Vienna, VA
 Riverbanks Zoological Gardens - Columbia, SC
 Service Training for Environmental Progress - Nashville, TN
 Smithsonian Environmental Research Center - multiple - Edgewater, MD
 Smithsonian Institution - Washington, DC
 Society of Toxicology - Washington, DC
 Spartanburg County Health Department - Spartanburg, SC
 Spartanburg Regional Medical Center - Various - Spartanburg, SC
 Spartanburg Water Systems - Spartanburg, SC
 The Library of Congress - Washington, DC
 The Sierra Club - various locations in USA
 The Student Conservation Association - various locations in USA
 The Children's Hospital (physical therapy) - Washington, DC
 The University of Georgia Marine Institute (chem/bio) - Sapelo, GA
 The Washington Center - Washington, DC
 Tropical Research Institute - Smithsonian - (Panama)
 Twin City Urban Corps (multiple positions) - Minnesota
 U.S. Bureau of Oceans/Int'l Environ. and Scientific Affairs - DC
 U.S. Forest Service
 Upstate Tech Prep Consortium - Campobello, SC
 Veterans Administration Medical Center (pathology)- Charleston, SC
 Atlanta Zoo (horticulture) Atlanta, GA

BUSINESS ADMINISTRATION/ECONOMICS INTERNSHIPS

Advantica, Spartanburg, SC
 A. G. Edwards (investment firm) - Spartanburg, SC
 Agency Burnette (arts mgt.) - Atlanta, GA
 Agency for International Development (int'l bus) - Washington, DC
 Alliance for Resident Theatres (management) - New York, NY
 Appalachian Council of Governments - Spartanburg, SC
 Atlanta Apparel Mart - Atlanta, GA
 Atlanta Symphony Orch (arts mgt.) - Atlanta, GA
 BB & T - Spartanburg, SC

Bauerlein - (PR, Marketing, adv.) - Atlanta, GA
 Beverage Air (adv./marketing) - Spartanburg, SC
 Bi-Lo Center, Greenville, SC
 Bi-Lo - Mauldin, SC
 Biltmore Company, Asheville, NC
 Blockbuster Entertainment Corp. (adv./marketing) - Spartanburg, SC
 Bread for the World (management) - Washington, DC
 Carolina Southern Bank (finance) - Spartanburg, SC
 Catspaw Productions - Atlanta, GA
 City of New York Urban Corps - New York, NY
 Colonial Williamsburg Foundation - Williamsburg, VA
 Common Cause - Washington, DC
 Crotched Mountain Rehabilitation Services, Inc. - Greenfield, NH
 Dallas Chamber of Commerce, Dallas, TX
 Data & Communications Secretarial Services (int'l. business) - Spartanburg, SC
 Days Hotel - various locations
 Democratic National Committee (multiple) - Washington, DC
 Dorchester Corp. (property mgt.) - Carrollton, GA
 Dun & Bradstreet, Inc. - Greenville, SC
 East Cooper Community Hospital - Mt. Pleasant, SC
 Eison Goot Group (advertising) - Greenville, SC
 Fairgrove Radiation Oncology - Hickory, NC
 Federal Reserve Bank of Philadelphia - Philadelphia, PA
 First Federal of Spartanburg - Spartanburg, SC
 First Union - Charlotte, NC; Spartanburg, SC; Winston-Salem, NC
 Denny's (marketing) - Spartanburg, SC
 Gerber Childrenswear - Greenville, SC
 Gates/FA Distributing - Greenville, SC
 Greenville Metropolitan Arts Council - Greenville, SC
 Greenville Convention & Visitors Bureau - Greenville, SC
 Gwinnett Council for the Arts (arts mgt.) - Duluth, GA
 Henderson Advertising (marketing) - Greenville, SC
 HESS - Greenville, SC
 Hewlett-Packard Company - Palo Alto, CA
 Hoechst - Celanese Corporation - Spartanburg, SC
 Holiday Inn - Miami, FL
 Howard Johnson's - Williamsburg, VA
 Hub City Bakery, Spartanburg, SC
 Hyatt-Regency - Greenville, SC
 IBM - Atlanta, GA; Columbia, SC
 International Foundation - Brookfield, WI
 International Sculpture Center - Washington, DC
 Junior Achievement of Spartanburg - Spartanburg, SC
 Kusters Corp. - Spartanburg, SC
 Leslie Advertising (marketing) - Greenville, SC
 Liberty Guaranteed - Vienna, VA

Lockwood Greene Engineers (marketing and others) - Spartanburg, SC
 Market Development Associates, Inc. - Memphis, TN
 Marriott Hotel (Airport) - Greenville, SC
 Mary Black Health Network, Inc. - Spartanburg, SC
 McAbee, Talbert, Haliday & Co. - Spartanburg, SC
 Melrose Club - Hilton Head, SC
 Merrill Lynch - Spartanburg, SC
 Merrill Lynch Pierce Fenner & Smith (investments) - Chas., SC; Orlando, FL
 MetLife - Spartanburg, SC
 Michelin North America, Greenville, SC
 Milliken - Spartanburg, SC
 National Endowment for the Arts - Washington, DC
 National Wildlife Federation - Washington, DC
 NationsBank - Atlanta, GA; Greenville, SC; Spartanburg, SC
 Noland Co. - Spartanburg, SC
 Office of Consumer Affairs - Washington, DC
 Onyx Computer Inc. - Cleveland, OH
 Palladian Group, Spartanburg, SC
 Palmetto Bank - Laurens, SC
 Peace Center - Greenville, SC
 People to People International - Kansas City, MO
 Prudential Preferred - Columbia, SC
 Public Service Gas - Summit, NJ
 QS/1 Data Systems
 Radiology Services - Spartanburg, SC
 Radisson Conference Center - Spartanburg, SC
 Radisson Inn - Port St. Lucie, FL
 Radisson Plaza - Lexington, KY
 Ramada Inn - Baltimore, MD
 Republican National Committee (multiple) - Washington, DC
 Residence Inn - Spartanburg, SC
 Robinson Humphrey - Atlanta, GA; Augusta, GA
 Rogers & Corvan, Inc. - (PR, copywriting) - CA, NY, and DC
 SCNB - Spartanburg, SC
 Sea/Land Services - Charleston, SC
 Semaphore - Columbia, SC
 Shoney's Inn - Baltimore, MD
 Smith Barney Harris & Upham (investments) - Spartanburg, SC
 Smithsonian Institution - Arthur M. Sackler Gallery, Washington, DC
 Smithsonian Institution - Office of International Relations
 Social Security Administration - Spartanburg, SC
 Souther Agency - Sales Asst.
 Spartan Food Systems - Spartanburg, SC
 Spartanburg Community Events (arts mgt.) - Spartanburg, SC
 Spartanburg Herald-Journal
 Spartanburg Tourism & Convention Bureau - Spartanburg, SC

Spartanburg Technical College - Spartanburg, SC - PR/Marketing
 Spartanburg Regional Medical Center - Spartanburg, SC
 Spartanburg Chamber of Commerce (marketing) - Spartanburg, SC
 Spartanburg Arts Council (fund raising) - Spartanburg, SC
 Spoleto Festival, U.S.A. - Charleston, SC
 Steak-Out (marketing) - Spartanburg, SC
 Sunshine Records, Inc.
 Synovus Financial Corporation (finance) - Columbus, GA
 The Academy for Advanced and Strategic Studies - Washington, DC
 The Direct Marketing Educational Foundation, Inc. - New York, NY
 The Institute of Cultural Affairs - Chicago, IL
 The Sierra Club - Various locations in USA
 The Souther Agency - (sales asst.) - Spartanburg, SC
 The Washington Center - Marketing, Management
 Travelhost magazine (ad sales) - Greer, SC
 U.S. Department of State - Washington, DC and other locations
 U.S. Chamber of Commerce - Washington, DC
 Vector Marketing Corp.
 Wachovia, N.A., Spartanburg, SC
 WCVB TV5 (multiple) - Boston, MA
 WMYI 102.5 FM (sales) - Greenville, SC
 Wilson World (Sales/mktg) - Spartanburg, SC
 Women's International League for Peace and Freedom - Philadelphia
 WSPA-FM - Spartanburg, SC

CHEMISTRY INTERNSHIPS

Advance America, Spartanburg, SC
 AAA Environmental - Spartanburg, SC
 Blackman Uhler Chemical Division Synalloy - Spartanburg, SC
 DHEC, Columbia, SC
 Greenville Crime Lab, Greenville, SC
 Land & Lab Technology, Inc. - Spartanburg, SC
 Lunar & Planetary Institute - Houston, TX
 Michelin - Spartanburg/Greenville, SC
 Milliken & Company - Spartanburg, SC
 NASA headquarters - Washington, DC
 National Air & Space Museum - Washington, DC
 National Cancer Institute - MD
 R.J. Reynolds - Winston-Salem, NC
 Smithsonian Institution (various) - Washington, DC
 Society of Toxicology - Washington, DC
 United States Dept. of State - Washington, DC
 University of Georgia Marine Institute - Sapelo, GA
 U.S. Forest Service

COMPUTER SCIENCE/MATH INTERNSHIPS

Advance America, Spartanburg, SC
 Agency for International Development - Washington, DC
 City of New York Urban Corps - New York, NY
 Cryovac - Greenville, SC
 Datastream - Greenville, SC
 Employee Health Programs - Bethesda, MD
 Denny's - Spartanburg, SC
 Gates/FA Distributing - Greenville, SC
 Greenville Urban League(summer only) Greenville, SC
 Hewlett-Packard - Palo Alto, CA
 International Foundation - Brookfield, WI
 International Sculpture Center (cs/art) - Washington, DC
 Kennedy Space Center, FL
 Liberty Life Insurance Company - Greenville, SC
 Lockwood Greene - Spartanburg, SC
 Milliken & Company - Spartanburg, SC
 NASA - Washington, DC
 Onyx Computer Inc. - Cleveland, OH
 Priority Metrics Group - Spartanburg, SC
 QS/1 Data Systems
 Reading Education for Adult Development - Chattanooga, TN
 Safe Homes Network - (computer, statistics) - Spartanburg, SC
 Sea/Land Services - Charleston, SC
 Seibels Bruce Insurance Company - Columbia, SC
 United States Department of State - Washington, DC
 Upstate Tech Prep Consortium - Campobello, SC
 VOCA Corporation - Dublin, OH

ENGLISH INTERNSHIP PLACEMENTS

Adventure Publishing - Hilton Head, SC
 Alliance for Resident Theatres (literary management) - New York, NY
 American Cancer Society (PR) - Spartanburg, SC
 American Horse Shows Assoc. - pr; Horse Show magazine - New York, NY
 American Red Cross (public relations) - Spartanburg, SC
 Atlanta Constitution (summer only) - Atlanta, GA
 Babbit & Reiman (advertising) - Atlanta, GA
 Bauerlein - (PR, mktg, adv.) - Atlanta, GA
 Beverage Air (advertising/marketing) - Spartanburg, SC
 Blockbuster Entertainment Corp. (advertising/marketing) - Spartanburg, SC
 Bowman Gray Baptist Hospital (PR) - Winston-Salem, NC
 Bread for the World (write/edit PR and publications) - Washington, DC
 Charles Brotman Communications (pr/advertising) - Washington, DC
 City of New York Urban Corps (various placements) - New York, NY
 Common Cause (media communications; magazine publication) - Washington, DC

Democratic National Committee (press office) - Washington, DC
 Fellowship of Reconciliation (publications, PR) - Nyack, NY
 FENCE - Tryon, NC
 Greenville Metropolitan Arts Council - Greenville, SC
 Greenville News-Piedmont (summer only) - Greenville, SC
 Greenville Public Information Office (PR; desktop publishing; media) - SC
 Help for Incontinent People, Inc. - Spartanburg, SC
 Henderson Advertising - Greenville, SC
Herald Journal (work with night editor) - Spartanburg, SC
 International Sculpture Center - Washington, DC
 Junior Achievement of Spartanburg - Spartanburg, SC
 Leslie Advertising (adv/pr/writing) - Greenville, SC
 Magazine Publishers of America - New York, NY
 Mary Black Hospital (public relations) - Spartanburg, SC
 Melrose Club - Hilton Head, SC
 National Building Museum (pr/pub/educ programs) - Washington, DC
 National Endowment for the Arts - Washington, DC
 National Portrait Gallery (pub/media) - Washington, DC
 National Wildlife Federation (pub/media) - Washington, DC
 New York Newsday (reporting, editing) - NY,NY
O, The Oprah Magazine, New York, NY
 Ogilvy and Mather (advertising) - Atlanta, GA
 Residence Inn - Spartanburg, SC
 Rogers & Corvan, Inc. (copywriting, research) - CA, NY & DC
 SCETV (various positions: pr, writing, dev.) - Columbia, SC
 Safe Homes Network (grant writing, creative writing) - Spartanburg,SC
 Smithsonian Institution - Office of Public Affairs - Washington, DC
 Souther Agency - (journalism) - Spartanburg, SC
Southern Living Magazine - Birmingham, AL
 Spartan Inn - Spartanburg, SC
 Spartanburg Chamber of Commerce (pr) - Spartanburg, SC
 Spartanburg Community Events (marketing/pr/advertising) - Spartanburg, SC
 Spartanburg Development Council(pr/csa/psa) - SC
 Spartanburg Herald-Journal
 Spartanburg Historical Society (pr) - Spartanburg, SC
 Spartanburg Little Theater - Spartanburg, SC
 Spartanburg Public Information Office (pr/desktop pub.) - SC
 Spartanburg Regional Medical Center (public relations) - Spartanburg, SC
 Spartanburg School District 3 -(newsletter) Spartanburg, SC
 Spartanburg Technical College (pr) - Spartanburg, SC
 Spartanburg Tribune
 Spoleto Festival, U.S.A. - Charleston, SC
The Alternative newspaper (desktop publishing) - Spartanburg, SC
The Charlotte Observer (journalism) - Charlotte, NC
 The Creative Edge, Inc. (advertising/media publications) - Spartanburg, SC
 The Dow Jones Newspaper Fund (editing and reporting) - Princeton, NJ

The Library of Congress (various placements) - Washington, DC
 The MacNeil/Lehrer News Hour (editing, writing, pr, research) - NY, DC
The Paper n (journalism) - Spartanburg, SC
 The Sierra Club (pub/pr) - San Francisco, CA
 The Souther Agency (advertising) - Spartanburg, SC - journalism
 The Washington Center - Washington, DC
 Timms & McAndrews Communications (pr) - Spartanburg, SC
Travelhost Magazine (writing for publication) - Spartanburg, SC
 United States Department of State (various) - Washington, DC
 Upstate Tech Prep Consortium - Campobello, SC
 WCVB TV 5 (pr/promotions/writing for various news shows) - Boston, MA
 Wilson World - Spartanburg, SC
 Women's International League for Peace and Freedom - Philadelphia, PA
 WMYI 102.5 FM Radio (news writing/pr) - Greenville, SC
 WSPA - Spartanburg, SC
 WRET (production, camera operation) - Spartanburg, SC
 WYFF TV 4 (writing/news) (Spartanburg office) - Greenville, SC

HISTORY INTERNSHIP PLACEMENTS

Biltmore Estate (museum and archives) - Asheville, NC
 Common Cause (research, gov't process) - Washington, DC
 Dallas Museum of Art (Art and History) - educ/outreach - Dallas, TX
 Drayton Hall - Charleston, SC
 Greenville County Historical Society
 Gwinnett Council for the Arts - Duluth, GA
 Institute for Experimental Learning - Washington, DC
 Milliken - Spartanburg, SC
 National Building Museum (archival/documentation) - Washington, DC
 National Gallery of Art (art and history) - Washington, DC
 National Portrait Gallery - Washington, DC
 Office of International Relations - Smithsonian - Washington, DC
 Patriots Point - The Naval and Maritime Museum - Charleston, SC
 SC Dept. of Archives & History
 Spartanburg Historical Association (museum management, pr) - Spartanburg, SC
 State Museum of South Carolina - Columbia, SC
 The Colonial Williamsburg Foundation (research/archives/educ) - VA
 The Dow Jones Newspaper Fund, Inc. - Princeton, NJ
 The MacNeil/Lehrer NewsHour (research) - NY and DC
 Women's International League for Peace and Freedom - Washington, DC

INTERIOR DESIGN INTERNSHIPS

Atkinson Gore Interiors - Myrtle Beach, SC
 Baker Interiors - Atlanta, GA
 Bentley Interiors - Incline Village, NV
 Callaway Gardens (landscape arch) - Pine Mountain, GA

CANNON, Boston, MA
Carolina Interiors - Simpsonville, SC
Chapman, Coyle, Chapman & Powell - Atlanta, GA
Dan Carithers Design Consultants - Atlanta, GA
Drexel Heritage - Hickory, NC
Interior Planning Associates - Greenville, SC
Joan Gaulden Interiors - Greenville, SC
Clemons, Rutherford & Associates - Tallahassee, FL
Craig, Gaulden & Davis - Greenville, SC
CRS Sirrine Architects, Inc. - Greenville, SC
CGI - Greenville, SC
Design Continuum - Atlanta, GA
Design East Interiors - Spartanburg, SC
Margaret Donaldson Interior Design - Charleston, SC
Fabrics, Etc. - Mt. Pleasant, SC
Fluor Daniel - Greenville, SC
Funk Contract Interiors - Greenville, SC
Furniture Mart Design Ctr. - Myrtle Beach, SC
Furniture Patch - Calabash, NC
Greene & Associates - Greenville, SC
Harper Brothers - Greenville, SC
Hatcher & Associates - Birmingham, AL
Image Designs - Marietta, GA
Inertect Design Consultants - Charleston, SC
JHS & Rice - Columbia, SC
Jackie Lanham - Atlanta, GA
Jenkins, Hancock & Sides Architects - Columbia, SC
Jenkins Peer Architects (commercial) - Charlotte, NC
Klingman Williams Pride, Greenville, SC
Ruth P. Irvin Interiors - Charleston, SC
Lavinders - Chapel Hill, NC
Lewis G. Harrison Architects - Greenville, SC
LS3P - Charleston, SC
Maddox Thomason Interiors - Spartanburg, SC
Mais Oui Interiors - Columbia, SC
McMillan Smith & Partners - Spartanburg, SC
Metro Design - Columbia, SC
Neal, Prince and Partners - Greenville, SC
Niles Bolton & Associates Interior Design - Atlanta, GA
Nix, Mann & Associates - Atlanta, GA
O'Cain Gilmore Forrester Architects - Spartanburg, SC
O'dell Associates - Greenville & Charleston, SC
Office Environments - Greenville, SC
Parkers Furniture - Gaffney, SC
Peachtree Interiors - Augusta, GA
Pelican Point Interiors - Jacksonville Beach, FL

Pulliam-Morris Interiors - Columbia, SC
 Elizabeth Prioleau Interiors - Charleston, SC
 Scalamandre - Atlanta, GA
 The Lane Company - High Point, NC
 The Mathes Group - New Orleans, LA
 Thomas Campbell Meek Architects - Spartanburg, SC
 Timothy MacDonald, AIA - New York, NY
 Valdese Weavers - Hickory, NC
 Wicker Warehouse - Greenville, SC
 Workspaces - Greenville, SC
 Young Office Supply, Spartanburg, SC
 Zimmer Gunsul Frasca Interior Planning and Design, Portland, OR

LANGUAGES INTERNSHIP PLACEMENTS

Council on US Arab Relations - Washington, DC
 Embassy of France (French) - Washington, DC
 French Consul - Atlanta, GA
 French Cultural Services - New Orleans, LA
 French Trade Commission - Atlanta, GA
 Inlingua - Greenville, SC
 Language Bank International (French, Spanish) - Jacksonville, FL
 Michelin (language lab) - Greenville, SC
 Office of International Relations/Smithsonian - Washington, DC
 Smithsonian Institution (various) - Washington, DC
 The Library of Congress (various languages) - Washington, DC
 United States Department of State (various) - Washington, DC

INTERNSHIPS IN LAW/POLITICS

Alabama Capitol Intern Program - Tuscaloosa, Alabama
 Alston Wilkes Society - Spartanburg, SC
 Bob Inglis Office (rep) - Spartanburg, SC
 Bruce Foster, PA - Spartanburg, SC
 City of New York Urban Corps - New York, NY
 City of Woodruff - Woodruff, SC
 Common Cause - Washington, DC
 Democratic National Committee - various locations
 District Attorney's Office - LaGrange, GA
 Drennan, Shelor, Cole & Evins, PA - Spartanburg, SC
 Edwards, Ballard, Bishop, Sturm, Clark & Keim, PA - Spartanburg, SC
 Family Court - Spartanburg, SC
 Federal Bureau of Investigation - various locations
 George Washington University - Washington, DC
 Institute for Experimental Learning - Washington, DC
 National Wildlife Federation - Washington, DC
 Oak Ridge National Lab (environmental law) - Oak Ridge, TN

Office of Consumer Affairs - Washington, DC
 Office of International Relations - Smithsonian Institute - Washington, DC
 Piedmont Legal Services - Spartanburg, SC
 Poe Parker Bernstein (law) - Sparatnburg, SC
 Poliakoff, Poole, & Associates (environmental law) - Spartanburg, SC
 Public Defender Service - Washington, DC
 Rape Crisis of Spartanburg - Spartanburg, SC
 SC Legislative Council - Columbia, SC
 SC Speaker of the House, Columbia, SC
 Senator Strom Thurmond's Office, Washington, DC
 Social Security Administration - Spartanburg, SC
 Solicitor's Office - Spartanburg, SC
 Spartanburg County Chief Magistrate Office - Spartanburg, SC
 Spartanburg Public Defender's Office - Spartanburg, SC
 State of Georgia Governor's Internship Program - Atlanta, GA
 State of SC Dept. of Probation, Parole, & Pardon Services - Sptbg., Columbia
 The Library of Congress - Washington, DC
 The Washington Center - Washington, DC
 United States Department of State - various locations
 United States District Court - Greenville, SC
 United States Representatives - Washington, DC or home office
 United States Senate - Washington, DC or home office
 United States Supreme Court - Washington, DC
 Whiteside-Smith Law Firm - Spartanburg, SC
 Women's International League for Peace and Freedom - Washington, DC
 The Capital Experience - Washington, DC

PSYCHOLOGY INTERNSHIP PLACEMENTS

Alston Wilkes Society - Spartanburg, SC
 Charles Lea Center - Spartanburg, SC
 Children's Shelter - Spartanburg, SC
 Crotched Mountain Rehabilitation Center, Inc. - Greenfield, NH
 Egleston Sleep Clinic, Atlanta, GA
 Ellen Hines Smith Girls Home - Spartanburg, SC
 Greenville Metropolitan Arts Council - Greenville, SC
 Helena Youth Resources (youth homes) - Helena, MT
 Hoechst-Celanese Corporation (human resources) - Spartanburg, SC
 Hyatt Regency (human resources) - Greenville, SC
 Institute of Cultural Affairs - Chicago, IL
 Mary Black Memorial Hospital (chaplain program) - Spartanburg, SC
 Mental Health Association of Spartanburg - Spartanburg, SC
 Mental Health Center - Spartanburg, SC
 Milliken (human resources) - Spartanburg, SC
 Piedmont Legal Services - Spartanburg, SC
 Rape Crisis of Spartanburg - Spartanburg, SC
 Risdon Enterprises - Spartanburg County

SC Dept. of Probation & Parole - Spartanburg, SC
 Safe Homes Network - Spartanburg, SC
 Southland Hospital (substance abuse) - Mobile, AL
 Spartanburg Department of Youth Services - Spartanburg, SC
 Spartanburg Department of Social Services - Spartanburg, SC
 Spartanburg Law Enforcement Agency - Spartanburg, SC
 Spartanburg Regional Medical Center (various) - Spartanburg, SC
 Spartanburg County School Districts 2 & 7 (school psychology) - Spartanburg, SC
 The Colonial Williamsburg Foundation - Williamsburg, VA
 United Ministries of Sumter County - Sumter, SC

RELIGION INTERNSHIP PLACEMENTS

Alston Wilkes Society - Spartanburg, SC
 Bread for the World - Washington, DC
 Ellen Hines Smith Girls Home - Spartanburg, SC
 Fellowship of Reconciliation - Nyack, NY
 First Baptist North Spartanburg (youth) - Spartanburg, SC
 Full Gospel Ministries - Spartanburg, SC
 Healthy Mothers, Healthy Babies - Washington, DC
 Operation Restoration - Spartanburg, SC
 Second Presbyterian Church - Spartanburg, SC
 Spartanburg Department of Social Services - Spartanburg, SC
 Spartanburg Department of Youth Services - Spartanburg, SC
 Spartanburg Regional Medical Center - Spartanburg, SC
 Chaplain Program and Hospice Program
 St. Christopher's Episcopal Church - Spartanburg, SC
 United Ministries of Sumter County - Sumter, SC

THEATRE INTERNSHIPS

Agency Burnette (arts mgt.) Atlanta, GA
 Alliance of Resident Theatres (various) - New York, NY
 Atlanta Ballet - Atlanta, GA
 Berkeley Repertory Theatre - Berkeley, CA
 Flat Rock Theatre - Flat Rock, NC
 The Juilliard School - New York, NY
 The Kennedy Center - Washington, DC
 National Endowment for the Arts - Washington, DC
 National Technical Institute for the Deaf - Rochester, NY
 Peace Center for the Performing Arts - Greenville, SC
 San Francisco Bay Area Theatre Alliance - San Francisco, CA
 Spartanburg Little Theater - Spartanburg, SC
 Spoleto Festival U.S.A. - Charleston, SC
 The Washington Center - Washington, DC
 Theatre Virginia - Richmond, VA
 Walnut Theatre - Philadelphia, PA

Internship Handbook



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