

Greetings,

Lyndon State College counts on employers like you to bridge the academic world and our students' future careers. Your internships are a key component of Lyndon State College's degree programs. We know that students develop professionally by learning from you, the people who graciously share your day-to-day activities and expertise. You help LSC professors translate classroom theory into practice. In fact, every LSC academic department requires or strongly supports students' obtaining internship experiences.

Upon completion of an internship we know that students' horizons broaden, their skills improve, and they have a greater understanding of the professional expectations, standards, and ethical principles of their chosen fields. Developing relationships and professional views of career fields are added benefits for students.

All students with at least sophomore standing, a 2.0 grade-point average, and at least one semester at Lyndon State College are eligible to participate in department-sponsored internships. Some departments have additional requirements, such as completion of specialized courses in advance of participating in an internship. All internships are measured in credit hours and usually are graded.

In general terms, formalizing an internship involves:

- The student meeting the worksite supervisor's internship qualifications;
- The student, his/her faculty supervisor, and the worksite supervisor agreeing upon Learning Objectives;
- An official agreement and contract signed by the worksite supervisor, college parties, and student outlining each party's responsibilities and addressing internship policies and procedures; and,
- The site supervisor maintaining general liability, professional liability, and worker's compensation insurance as required by law.

The "Internship Information" will explain in more detail the expectation of an internship with Lyndon State College.

Please direct any questions or concerns to the faculty supervisor or to the Office of Career Services.

Thank you in advance for offering LSC students the experiences that make their education.

Sincerely,



Nolan T. Atkins, Ph.D.
Interim President