

Internship Webinar Series Guidebook

Spring/Summer Series 2017



Green Mountain College
FIRST IN SUSTAINABILITY



OVERVIEW

As we strive to increase the awareness and benefits of internships at the State of Vermont, the best first step we can take is to connect hiring managers with schools and other resources to see all their internship options. The best way to do that is to have a series of short webinars where colleges and other related organizations can present their internship program to hiring managers.

Why did we do this?

By having colleges and other internship-focused organizations present their programs directly to you, you can get valuable information on each program's relevance to your needs and can make informed decision in a more expedient manner when you have a need that an intern could fulfill. You will also get a guidebook at the end of the webinar series that captures each institution's program with key contact and calendar information for future reference.

While we want to connect managers with the colleges, Recruitment will always be there to support and facilitate conversations and requests with colleges for intern candidates.

Contact us at: DHR.Internships@vermont.gov or bill.meirs@vermont.gov. Call: 802.828.6700 or 802.461.3891

Here are some helpful links that will give more information on what is presented in this document:

[Recorded Webinars](#)

[Presentations of each college or organization](#)

Presenter Table of Contents

Johnson State College

2

Champlain College

3

Landmark College

4

Vermont Businesses for Social Responsibility

5

University of Vermont

6

St. Michael's College

7

Norwich University

8

Green Mountain College

9

JOHNSON STATE COLLEGE

ABOUT



Johnson State College believes in the power of a liberal arts education to transform lives. We express this belief by providing high-impact, interdisciplinary learning experiences that cross academic and experiential boundaries; by creating opportunities for students to extend their classroom learning to the field, the laboratory, the studio, the community and the local and wider world; by recognizing and supporting the diverse starting points, backgrounds and goals of students; and by sustaining high standards, active participation, vigorous debate and mutual respect.

UNDERGRADUATE MAJORS

Anthropology & Sociology
Art/Studio Arts
B.A. in Professional Studies
Biology
Business
Childhood Education
Communications & Community Media
Creative Writing
English

Environmental Science
Fine Woodworking and Furniture Design
General Studies (A.A.)
Health Sciences
History
Interdisciplinary Studies
Mathematics
Media Arts
Music

Music Education
Music Performance & Music Education
Musical Theater
Outdoor Education
Political Science
Psychology
Technical Theater (A.A.)
Theater & Drama
Wellness & Alternative Medicine

SAMPLE OF INTERNSHIPS

Case Manager	Accounts Payable
Accounting Intern	Teacher (3rd grade)
Credit Analyst	Graphic Design and Artist
Research Assistant*	Assistant
Field Assistant	Data Analysis
Legislative Intern*	
PR Intern	*SoV Internships
Mental Health Specialist*	

INTERNSHIP FACTS

- Internships start around late August, mid January, mid May
- Best to post opportunities three months prior
- Contracts are due at the end of the preceding semester
- Typically last 15 weeks (can be shorter)
- 40 hours on-site/credit
- Most majors require 3-6 credit internships (120-240 hours or 8-16 hours/week)

HOW TO POST

- www.jscjobbank.wordpress.com:
- Updated daily; students can search by internships/job (P/T & F/T) un/paid and semester. Employers post opportunities. (free to post)
- Spring and Fall.00 JSC Job and Internship Fairs
- JSC Portal: Students search
- countless sites, including State of Vermont Dept. of Human Resources page.

CONTACT INFO

Ellen Hill - Internship Coordinator

802.635.1439

Ellen.Hill@jsc.edu

www.jsc.edu

CHAMPLAIN COLLEGE

ABOUT



Founded in 1878, Champlain College® is a small, not-for-profit, private college overlooking Lake Champlain and Burlington, Vermont, with additional campuses in Montreal, Canada, and Dublin, Ireland. Our career-driven approach to higher education prepares students for their professional life from their very first semester.

UNDERGRADUATE MAJORS

Communication & Creative Media Div.

Broadcast Media Production
Communication
Creative Media
Film making
Game Art & Animation
Game Design
Graphic Design & Digital Media
Professional Writing

Education & Human Studies Div.

Criminal Justice

Early Childhood / Elementary Teacher
Education

Environmental Studies & Policy
Law
Middle School Teacher Education
Psychology
Secondary Teacher Education
Social Work

Information Technology & Science Div.

Computer & Digital Forensics
Computer Information Technology

Computer Networking & Cybersecurity
Computer Science & Innovation
Data Analytics (new major as of fall 2017)

Stiller School of Business

Accounting
Business Administration
Finance
Game Production Management
International Business Management & Innovation
Marketing

TESTIMONIAL

"I valued my social time with the team and other employees. I can say now that I not only have new professional connections, but good friends that I would like to stay in touch with in the future. It was humbling for me to work with such dedicated individuals who strive towards their goals. It was not easy working under some of the restrictions that the state puts on its employees, but I also recognize that all I can do is do the best with what I have available to me. I hope to carry on these fundamental lessons in the next chapter of my professional career. I will be meeting with Dana in a couple weeks outside of work to catch up everything. He has been a great mentor to me and I highly value the advice he has given me." – Michael P.

INTERNSHIP FACTS

Timing of Champlain's Academic Internships:

- Internships are typically completed:
- Fall semester: Early September to mid-December
- Spring semester: Mid-January to late April
- Summer: Mid-May to mid-August

Most are 3-credit internships equaling 120 hours during the period of 15 weeks.

HOW TO POST

- Learn about the unique internship process for relevant majors by speaking with a career coach
- Email your posting to careercollaborative@champlain.edu
- Use our posting [form](#)
- DIY: Create and manage your posting in [JobSpot](#), our online job board
- Recruit in person during our Signature Events:
- Tuesday, October 24, 2017: Fall Career Conference & Fair
- Tuesday, March 27, 2018: Spring Career Conference & Fair

CONTACT INFO

Pat Boera - Associate Director, Network & Talent
Development Career Collaborative

802.651.5991

boerap@champlain.edu

www.champlain.edu

LANDMARK COLLEGE

ABOUT



- Premiere college for students with learning differences
- Established in 1985 to serve students with dyslexia
- Neurodiversity, capacity and growth of an educational model
- Methodology, research, and innovation on the state and national level
- Renewed vision through STEM, online learning and entrepreneurship
- Baccalaureate, associate, and professional credentialing

UNDERGRADUATE MAJORS

Bachelor's Degrees

Bachelor of Arts, Liberal Studies
Bachelor of Arts, Studio Arts
Bachelor of Science, Computer Science

Minors

*Communication, Education, Entrepreneurship & Innovation,
Environmental Studies, Psychology*

Associate Degrees

Associate of Arts, Business Studies
Associate of Arts, Liberal Studies
Associate of Science, Computer Science
Associate of Science, Life Sciences

Concentrations

*Business Studies, Communication, Computer Science, Creative
Writing, Education, Entrepreneurship & Innovation, Natural Science,
Psychology*

SAMPLE OF INTERNSHIPS

Exploratory

Engage students in developing knowledge related to an academic concentration

Capstone

Prepare and support students' capstone project

Pre-professional

Provide techniques and skill sets for business and industry

INTERNSHIP FACTS

- Internships are typically 12-15 weeks
- Employers can post opportunities anytime
- Landmark interns enroll in an internship course. A faculty sponsor to support both the student's and employer's needs during the internship.

HOW TO POST

- Paid internship opportunities should go through the Six College Collaborative: Kristin Mehalick-kmehalick@brattleborodevelopment.com
- Unpaid Internships should fill out this form and send along a detailed Internship Description

CONTACT INFO

Jan Coplan - Director of Career Services

JanCoplan@landmark.edu

(802) 387-7175

landmark.edu/academics/careers-internships

VERMONT BUSINESSES FOR SOCIAL RESPONSIBILITY

ABOUT



VERMONT
BUSINESSES
FOR SOCIAL
RESPONSIBILITY

- ONE place to post internships attracting students and recent graduates across Vermont
- Access to a large and diverse applicant pool
- Support for applicants to save you time and generate higher-quality applications
- Assistance with screening and pre-screening candidates (upon request)
- Support for both the employer and intern throughout the internship
- FREE VBSR Student Membership for any interns we place
- Media presence with the VBSR audience
- Recognition from our partners at the statehouse

VBSR INTERNSHIP PROGRAM

- The Vermont Intern Program posts internships, recruits candidates, and provides tools, resources and one-on-one assistance – a FREE service available to all Vermont employers.
- Applicants receive support with the application process. Interns who participate in the Vermont Intern Program also receive a FREE Student Membership to VBSR and support throughout the internship.
- Internships must pay at least the state minimum wage and take place in Vermont.

SAMPLE OF INTERNSHIPS

Exploratory

Engage students in developing knowledge related to an academic concentration

Capstone

Prepare and support students' capstone project

Pre-professional

Provide techniques and skill sets for business and industry

WHAT THE PROGRAM DOES

- Post and promote internships
- Review application materials, give feedback and direct to employer website
- Edit/manage listings
- Follow up with Employer regarding outcomes; with Intern regarding VBSR Membership

HOW TO POST

- Go to internvt.org
- Complete NEW INTERNSHIP FORM (OR send position description to our office)
- Applicants will be directed to your website to apply
- Notify Vermont Intern Program when position has closed and/or intern hired

CONTACT INFO

Roxanne Vought

Vermont Intern Program

www.internvt.org

e: roxannev@vbsr.org

p: 802.862.8347 x21

UNIVERSITY OF VERMONT

ABOUT



The University of Vermont

At UVM, we think big and inspire others to do the same. Our academic program combines faculty-student relationships most commonly found in a small liberal arts college with the resources of a major research institution. The university is home to 10,267 undergraduates, 1,462 graduate students, 461 medical students and 1,600 full- and part-time faculty. Located in Burlington, Vermont (America's #1 College Town -- Travel + Leisure), UVM's setting on the shores of Lake Champlain, between the Adirondack and the Green mountain ranges, gives a mountaintop perspective of all that's possible -- and offers the tools you will need to get there.

UNDERGRADUATE MAJORS

150+ majors over 7 undergrad colleges:

- Agriculture and Life Sciences
- Arts and Sciences
- Business (Grossman)
- Education and Social Services
- Engineering and Mathematical Sciences
- Environment and Natural Resources (Rubenstein)
- Nursing and Health Sciences
- **About 10,000 undergraduate students**
- **91% of seniors report being engaged in research, an internship or other experience-based learning**

INTERNSHIP SUPPORT

Dedicated Internship Coordinator with support/resources for:

- Legal issues
- Best practices
- Marketing positions
- Events and Info Sessions
- On-campus Recruitment
- How to attract and support a diverse pool of candidates

Student's faculty advisor (if earning credit)

- Will ask for learning contract, and mid-term & final evaluations

INTERNSHIP FACTS

- Students from all majors and class years can participate
- Can be paid or unpaid
- Some students earn credit, some do not
- Internships usually run on a semesterly schedule
- Positions are best posted 2-6 months before internship start date

HOW TO POST

Create an account on Handshake:

<https://www.joinhandshake.com/>

CONTACT INFO

Amanda Chase, Internship Coordinator/Career Counselor

amanda.chase@uvm.edu

802-656-3450

ST. MICHAEL'S COLLEGE

ABOUT



Saint Michael's is a selective Catholic college of approximately 2,000 students studying the liberal arts and sciences on a scenic 440-acre campus just outside of Burlington, Vermont.

UNDERGRADUATE MAJORS

Accounting	Classics	Gender Studies	Philosophy
American Studies	Computer Science	History	Physics
Anthropology	Economics	Information Systems	Political Science
Art	Education	International Relations	Pre-Pharmacy
Art Education	Engineering	Journalism	Psychology
Biochemistry	English	Mathematics	Religious Studies
Biology	Environmental Science	Media Studies and Digital Arts	Sociology
Business Administration	Environmental Studies	Music	Spanish
Chemistry	French	Neuroscience	Theatre

SAMPLE OF INTERNSHIPS

Business/Accounting	Social Work/Psychology/Work with clients /Human Services
Communications/Writing/Marketing/PR/Digital Media	Social Justice/Human Rights/Advocacy/Food Systems/Healthcare Accessibility
Research (science, social science, legal, etc.)	Hospitality/Events/Travel/Leisure
Database Management, IT	Human Resources
Computer Science, Software	Environmental field work
Engineering, Web Development	Project based work
Education/Training	

INTERNSHIP FACTS

Internship Semester	Recruitment Process (Post/Screen/Interview Hire)	Internship Dates
Fall	May - August	Sep. 1 - Dec. 15
Spring	October-December	Jan. 15 - Apr. 30
Summer	February - April	May 15 - Aug. 15

HOW TO POST

There are two easy ways to post jobs and internships with Saint Michael's College:

1. Register as an employer in SMC JobLink and then post your jobs and internships: <https://smcvt-csm.symplicity.com/employers>
2. Email your openings to careerdevelopment@smcvt.edu and we will get them posted for you.

CONTACT INFO

802.654.2547

careerdevelopment@smcvt.edu

Stop by our office in Pomerleau Alumni Center

M-F 8:00AM - 4:30PM

NORWICH UNIVERSITY

ABOUT



NORWICH
UNIVERSITY™

At Norwich, you'll develop traits common among leaders in every profession—discipline, integrity, confidence, loyalty and honor—through a wide range of opportunities that will empower you in ways you never imagined.

At the core is a rigorous academic environment emphasizing interactive classes, mentoring relationships with faculty and extensive hands-on learning. Whether you join the Corps of Cadets or pursue a civilian lifestyle, expect the greatest challenge of your life.

UNDERGRADUATE MAJORS

Accounting	Information Technology	Sports Medicine
Biology	Management	Math
Criminal Justice	Physical Education	Geology
Communications	Political Science	Physics
History	Psychology	Environmental Science

TOP INTERNSHIP MAJORS

- Criminal Justice
- Mechanical Engineering
- Computer Security and Information Assurance
- Political Science
- Construction Management/ Civil Engineering

INTERNSHIP FACTS

State of Vermont Departments Recently Hosting Norwich Interns:

- Vermont Commission on Women
- Agency of Natural Resources
- Agency of Transportation
- Vermont Governor's Office
- Vermont State Police
- DMV Enforcement
- Fish and Wildlife
- Vermont State Colleges
- Corrections (probation)
- Information and Innovation

HOW TO POST

- [NU Job Link](#)—Norwich University's in-house jobs and internships data base (Most colleges use this CSM system).
- Through the internship coordinator, send targeted emails to students in particular majors and class years (also goes to professors)
- Hold interviews on campus
- Career Fairs (Nov. 1 and Mar. 28)
- Speak in classes/ faculty expertise
- Create an on-going internship program.

CONTACT INFO

Jim Graves, Internship Coordinator

(802) 485-2269

jgraves1@norwich.edu

Career Development Center

careers@norwich.edu

GREEN MOUNTAIN COLLEGE

ABOUT



- Founded in 1834
- Private, co-ed, 4 year environmental liberal arts college in Poultney, VT
- 23 Undergraduate majors, 24 undergraduate minors
- Undergraduate campus and online degree completion programs
- 4 online graduate programs

UNDERGRADUATE MAJORS

Environmentally/Sustainability focused:

Animal Conservation & Care
Environmental Studies
Natural Resource Management
Renewable Energy & Ecological Design,
Sustainable Agriculture
Applied Environmental Science

Professional:

Adventure Education
Sustainable Business, Communication
Studies
Education, Wilderness & Outdoor Therapy

Liberal arts & sciences:

Art
Biology
English
Writing
History
Philosophy
Psychology
Sociology/Anthropology

SAMPLE OF INTERNSHIPS

Killington School of Resort and Hospitality Management Internship

Burton Demo Center at
Snowshed base lodge

Renewable Energy and Ecological Design (REED)

Review Team Fellow
- Buckminster Fuller
Institute, Brooklyn, N

Natural Resources Management

Geological and GIS
Technician - Green
Mountain College,
Poultney, VT

Sustainable Agriculture and Food Production

Youth Educator -
Neighborworks of
Western Vermont,
Rutland, VT

Adventure Education
Environmental Ed
Consultant - Vermont
Adaptive Ski and
Sports, Killington, VT

Environmental Studies
PWILD Workshop
Facilitator - Fish and
Wildlife Service, Mont-
pelier, VT

INTERNSHIP FACTS

Preferred internship length:

- Fall or Spring Semester
- Summer or Winter Break

Best times of year to post available internships:

- Early Spring, however we welcome postings throughout the year!

HOW TO POST

- Before posting an internship or job opportunity, you must first register on our GMC JobLink site.
- To do so, please [CLICK HERE](#), select SIGN UP and provide the information requested. We will email you a username and password within one business day.
- Once you receive this information, [CLICK HERE](#) again, and select SIGN UP AND POST JOBS (and internships!)

CONTACT INFO

Serena Eddy, Director
Office of Career and Personal Development
(802) 349-5388
serena.eddy@greenmtn.edu
Karen Martinsen Fleming, Professor of Sustainable Business
John F. and Dianne S. Brennan Chair in Business
Chief Marketing Officer
karen.fleming@greenmtn.edu