



SAINT MICHAEL'S
COLLEGE FOUNDED
1904

Meg Sealey, Internship Coordinator

Career Education and Alumni Engagement Center

Email: msealey@smcvt.edu

Phone: 802.654.2549

Academic Internship Overview

- We offer academic internships to [all majors](#); some programs require them.
- Internships typically run for the duration of a semester (**fall**, **spring**, **summer**); some may be year-long (education, psychology).
- Students can earn either 2 credits (65 hours) or 4 credits (130 hours) per semester.
- Students need to line up an internship site with a dedicated [site supervisor](#) as well as a [faculty supervisor](#) to oversee and evaluate their work.
- Experience must be in keeping with the [NACE definition](#) of an internship.
- Many students choose to do non-academic internships.
- Paid (60%) Vs. Unpaid (40%). All up to the employer. See NACE guidelines.

Academic Internship Overview

Site Supervisor role/responsibilities:

- Sign the initial [site supervisor agreement form](#)
- Help students develop learning goals/outcomes
- Help them become acquainted with the organization/office culture/nature of work/etc.
- Set clear expectations and clear boundaries for work
- Oversee student work (train them, explain project guidelines, provide feedback)
- Allow students to ask questions – be available to them when possible/appropriate
- Make best use of student's time and talents
- Provide challenging projects
- Act as a mentor, offer guidance and support
- Orient them to the world of work
- Initiate conversations about their future
- Offer both positive and constructive feedback on an ongoing basis
- [Complete the final evaluation form at the end of the internship](#)



A Legal Brief: Law Internships at Saint Michael's College



Saint Michael's College 

 **Subscribe** 444

259 views

Internship Roles/Projects

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

SMC and The State of Vermont

Departments we have recently worked with:

- DOL – Economics students
- DCF in St. Albans - Psychology students
- Vermont Fish & Wildlife Department – Business students
- Chief Medical Examiners Office at UVM– Biology/Pre-Health students
- State of Vermont Department of Public Safety – Psychology students
- Vermont Governor's Office – Political Science students

Internship Recruiting Timeline

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

Advertising Your Internship

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/>
1. Email your openings to careerdevelopment@smcvt.edu and we will get them posted for you.

Questions

You can reach out to our office in any of the following ways:



802.654.2547



careerdevelopment@smcvt.edu



https://smcvt-csm.symplicity.com/employers/index.php?signin_tab=0



Stop by our office in [Pomerleau Alumni Center](#) M-F 8:00AM - 4:30PM

Thank you!