



EXPERIENTIAL EDUCATION & CAREER SERVICES

STUDENT GUIDE TO INTERNSHIP

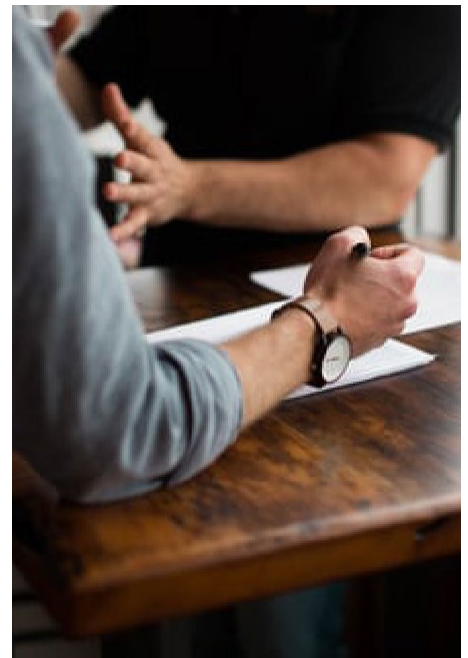


JOHNSON & WALES
UNIVERSITY

WHAT IS AN INTERNSHIP?

Internship is a semester-long, work experience in the student's field of study for which the student earns academic credit.

- This program is conducted in a university-approved, professional setting under the supervision and monitoring of practicing professionals
- It meets specific educational objectives based on the College's academic program requirements
- It is administered and monitored by University Experiential Education & Career Services with support from Faculty Internship Instructors



In order to be considered a qualified, university approved, real-world learning experience, the internship must:

- Be a semester long experience which provides the opportunity for you to gain firsthand insight into an industry by gaining hands-on experience working at a company within your chosen field
- Incorporate measurable, productive, relevant skills and activities that match the real-world tasks of professionals in the industry
- Be structured including formal monitoring, supervision and assessment, conducted in part by the host site, to ensure integration with the learning objectives and college outcomes
- Be relevant to your primary area of academic study
- Host organization must possess a professional facility or office space



During an internship you will focus on developing competencies that are highly sought after by employers:

- Disciplinary Knowledge and Skills
- Work Ethic
- Professionalism
- Problem Solving
- Communication Skills
- Collaboration

**Note: This guide is updated regularly and subject to change based on new policies and procedures.*

INTERNSHIP FREQUENTLY ASKED QUESTIONS

<ul style="list-style-type: none"> ▶ Am I required to do internship? 	<ul style="list-style-type: none"> • There are some programs that do have a required internship component built in. However, most students have the option to complete an internship. Refer to your GPS audit for eligibility requirements.
<ul style="list-style-type: none"> ▶ How do I find internship opportunities? 	<ol style="list-style-type: none"> 1. Go to: link.jwu.edu > jobs & internships > Internships 2. You can search through Handshake and GoinGlobal. 3. Experiential Education & Career Services staff members can help you navigate these tools and other online resources.
<ul style="list-style-type: none"> ▶ Do I have to pay for Internship? 	<ul style="list-style-type: none"> • Similar to any credit-bearing course, you register and pay tuition for internship. Be sure to contact Student Financial Services to discuss payment options. If you are doing your internship over the summer, you must contact Student Financial Services to discuss summer tuition and if your financial aid will help cover your tuition costs.
<ul style="list-style-type: none"> ▶ What if I have a “hold” on my account? 	<ul style="list-style-type: none"> • All holds need to be removed before you can begin internship. Failure to clear a hold before the beginning of the semester could result in being dropped from internship.
<ul style="list-style-type: none"> ▶ Am I allowed to take classes while out on Internship? 	<ul style="list-style-type: none"> • Consistent with all other courses, students are able to schedule internship and other classes up to 18 credits per semester. Be sure to work with your experiential education & career advisor to determine how this may impact your internship.
<ul style="list-style-type: none"> ▶ How many hours am I expected to work? 	<ul style="list-style-type: none"> • During your internship, the expected work hours vary based on the number of credits. Page 7 gives you a breakdown by credits.
<ul style="list-style-type: none"> ▶ What if I am working more than the expected hours? 	<ul style="list-style-type: none"> • Contact your experiential education & career advisor right away. They will be able to assist you in determining the right steps for communicating with your site supervisor.
<ul style="list-style-type: none"> ▶ Can I work extra hours each week and end early? 	<ul style="list-style-type: none"> • No. Your experience must match the semester dates. Even though you may have started working before the start of the semester, you need to continue to work until the last day.
<ul style="list-style-type: none"> ▶ How do I turn in my assignments? 	<ul style="list-style-type: none"> • All assignments are submitted via ulearn. Your experiential education & career advisor will review this process with you during Internship Orientation.
<ul style="list-style-type: none"> ▶ How do I stay in communication with my experiential education & career advisor? 	<ul style="list-style-type: none"> • You must check your JWU student email regularly, as this is the official means of university communication. Your experiential education & career advisor will be sending you emails with important information regarding assignments, due dates, etc. throughout the semester.
<ul style="list-style-type: none"> ▶ What happens if I get injured on Internship? 	<ul style="list-style-type: none"> • Inform your site supervisor right away so they can assess the situation and assist you in receiving proper medical attention. You or your site supervisor should contact your experiential education & career advisor as soon as possible. When able, you should follow up with your EECA.
<ul style="list-style-type: none"> ▶ What if I decide to quit my Internship? 	<ul style="list-style-type: none"> • Before notifying your site supervisor, contact your experiential education & career advisor as soon as possible to discuss your options.
<ul style="list-style-type: none"> ▶ What if there’s a holiday/ vacation/snow day? 	<ul style="list-style-type: none"> • As an intern, you are following the employer’s schedule. Therefore school holidays, vacations, snow days, etc. would not apply to you, unless your employer is also closed for that day.
<ul style="list-style-type: none"> ▶ What if the experience isn’t what I expected? 	<ul style="list-style-type: none"> • Every experience is unique, so depending on you specific situation, your experiential education & career advisor will be able to help advise you through any difficulties.
<ul style="list-style-type: none"> ▶ What happens if I get fired from my internship? 	<ul style="list-style-type: none"> • Be proactive and professional at all times to prevent that from happening. If you are fired, depending on the reasons for termination, you may or may not have the opportunity to re-do your internship. Please contact your experiential education & career advisor immediately, to discuss options. Be sure you know and practice the employer’s key policies while participating in your internship. Students terminated from their internship will receive a grade of “W” or “F” depending on the circumstances. You may be required to take courses in lieu of internship. You should also contact Student Financial Services in regards to tuition adjustments.
<ul style="list-style-type: none"> ▶ I am an international student. What paperwork do I need to submit before internship (CPT)? 	<ul style="list-style-type: none"> • All international students must have their internship site supervisor submit the Student Data Sheet to your experiential education & career advisor no later than 2 weeks prior to the semester. Your EECA will then submit the Student Data Sheet and I-20 letter to International Student Services, who will then process your I-20. (Note: failure to submit your Student Data Sheet before the due date will result in moving your internship to a future semester).

STEP-BY-STEP INTERNSHIP INSTRUCTIONS

Attend an Internship Advising session.

Set up an appointment with your experiential education & career advisor. Unsure who that is? You can check your Success Network in uSucceed to find your EECA. Your EECA will send you an email link to register. Topics covered will be resumes, career goals, internship sites and more.

Confirm your GPA and other requirements.

Programs have certain GPA, credit and/or course requirements. Be sure to review your GPS to determine your eligibility. All programs have experiential learning credits built into the curriculum. In order to be eligible for an International Internship you need to have a 3.25 GPA prior to registering for internship.



Register for Internship up to 1 year before the semester you plan to participate.

Semester selection process begins in **February**. For more information on internship eligibility requirements and registration, visit careers.jwu.edu

Create or enhance your resume

You will find helpful tools and resources to create or update your resume by visiting careers.jwu.edu. Once you have a draft of your resume, visit our office to review your resume, or make an appointment with one of our staff members.

Approximately 3-6 months before the internship semester.

Your EECA will work with you to navigate HIREJWU to search for internship and employers. Get a head start! Click [here](#) to explore!

For International Internships, 6 months before the internship semester.

Connect with potential sites, research housing options and get you passport ready. Once you have secured a site, obtain the proper Visa and Work Permits for the country you are going to and make travel plans.

STEP-BY-STEP INTERNSHIP INSTRUCTIONS

Conduct more research for internship opportunities!

While exploring, pick a few employers that you can discuss with your EECA during your meeting. Together, you will narrow down to 4-5 companies you are interested in. Next step is to apply for those internships! While waiting to hear from employers, your EECA can help you prepare for [interviews](#). It is important to keep in constant communication with your EECA; you should update them on the status of your applications:

- What companies are you still waiting to hear from? Your EECA can offer a follow-up with the hiring manager
 - What interviews did you secure?
 - Were you offered positions? If so, to which companies?
- Finally... accept that dream internship!

Meet with Student Financial Services.

All financial aid is disbursed through JWU Student Financial Services. Internship is for credit; therefore, you will be responsible for tuition. Be sure to schedule a meeting with your financial planner prior to the payment due date for the semester you are registered for.

Student Academic Services: 401-598-1468

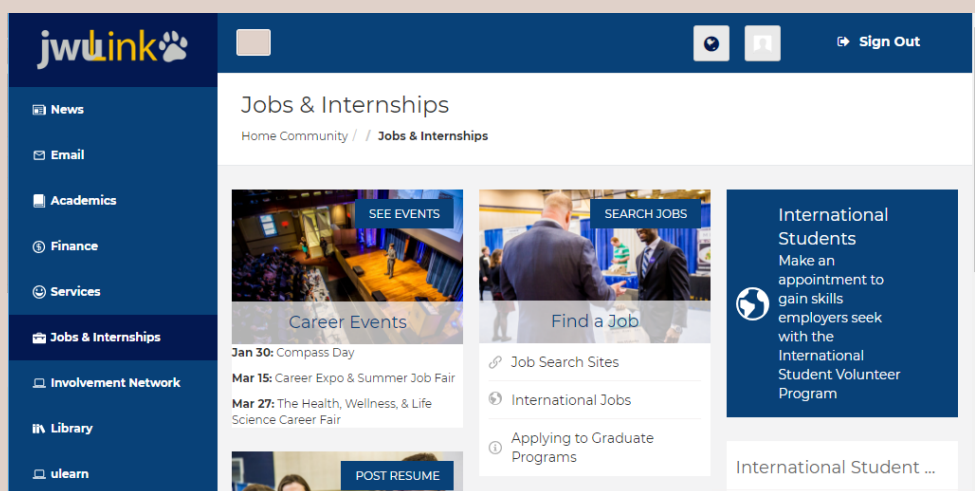
Residential Life Information.

If your internship is not local and you live on campus, you must cancel your campus housing for the duration of your internship program at least one semester before departure. Contact Residential Life for more information.

Residential Life: 401-598-1141

No later than 1 month before internship semester.

Confirm your site with your experiential education & career advisor. Make sure all necessary paperwork (e.g. Student Data Sheet, FERPA form, Release of Liability) has been submitted.



IMPORTANT INTERNSHIP POLICIES CONTINUED...

ATTENDANCE POLICY:

You are expected to report to your internship site fully prepared and in professional attire (as required by your employer). Your internship start and end dates must coincide with the JWU academic calendar. If you have not started by the semester start date, you may be dropped from the course and no longer be considered actively enrolled for that semester.

Average hours/week based on internship credits:

3 Credits	6 credits	9 credits	12 credits
Minimum of 8 hours per week	Minimum of 17 hours per week	Minimum of 25 hours per week	Minimum of 35 hours per week

You will be expected to work the hours that you are scheduled for by your employer, which may include nights, weekends, holidays, etc. In the event of inclement weather, you should contact your internship site to confirm scheduling for the day. University closings DO NOT apply to students on internship. It is crucial that you attend every day you are scheduled, or consult with your site supervisor if you think you may be tardy or absent from a day of work. If you incur a physical injury that does not allow you to work, please contact your employer and your experiential education & career advisor immediately.

EMPLOYER POLICIES:

You are responsible for asking your employer about key employee policies prior to accepting your internship. For example, financial compensation, attendance, time-off, use of equipment, harassment, dress, etc. You need to understand these policies and adhere to them as if you were a permanent employee at the company. It is important that you respect both JWU policies, as well as employer policies, in order to have a successful experience.

Drug Tests/Background Checks/Personality Testing and Internships: It is the practice of some companies and internship partners to have potential employees and internship students complete background checks, drug tests, and/or personality tests as a condition of acceptance. Johnson & Wales University will not pay for the test(s). In some cases, you may be responsible to incur the cost. Companies may also require students to sign documents such as HIPAA (Health Insurance Portability and Accountability Act), Conflict of Interest, Confidentiality Agreements, etc. Johnson & Wales University does not discourage or encourage this practice, rather views it as part of the hiring process.

ACADEMIC ASSIGNMENTS & GRADING GUIDELINES :

You will receive a grade for your internship experience. In order to successfully complete internship, you must complete and submit required assignments on the specified dates. Your academic assignments will account for 40% of your overall grade. All assignments should be uploaded via the ulearn system.

In addition to the academic assignments, the evaluation criterion for your internship grade includes a midterm and final evaluation completed by your employer. These account for 60% of your final grade. (Midterm = 20%; Final = 40%)

IMPORTANT INTERNSHIP POLICIES CONTINUED...

DOMESTIC STUDENT ACCIDENT/HEALTH INSURANCE:

All registered undergraduate day students, both domestic and international; all students enrolled in the Physician Assistant Program; all students enrolled in the M.S. in Counseling program; and all international graduate/doctoral students attending Johnson & Wales University and taking credit hours (excluding full-time Johnson & Wales employees) are eligible and enrolled in the plan on a hard waiver basis. If university policy requires students to have health insurance and the coverage is through another means (i.e., parent's health insurance or an employer program), the student does not have to utilize the university student health insurance plan and may opt out of/waive it. All current insurance must be accepted and fully comprehensive for all of the student's needs in the U.S. and the state in which the student attends class. Students can opt out of/waive the Johnson & Wales University Student Health Insurance plan (SHIP) by submitting the online waiver form to demonstrate evidence of coverage. A new waiver form must be submitted each academic year. Students who are required to have health insurance and do not waive the Johnson & Wales University plan will be charged for it.

JWU SHIP is an annual plan which is effective August 1st of each year and goes through July 31st of the following year. Insurance coverage does not stop and start between breaks but runs continuously throughout year. Therefore, students participating in internships are covered prior to start of official term and after completion of official term. This includes injury that would occur traveling to or from internship sites before or after term. Student insurance requirements cover any activity that is for "credit." Internship falls under this category. There is no stipulation on the number of credits a student must be registered for to be required to have health insurance. If student is injured while on an internship, the student's insurance covers medical expenses subject to specific limits (for unpaid experiences) whether through the JWU SHIP if the student didn't waive out, or the alternative insurance through their parents or other source.

For details of coverage go to the insurance broker's website www.universityhealthplans.com. Students with coverage other than the JWU SHIP are insured with plans that are subject to the Federal Healthcare Act with minimum limits as required by law. JWU does not have access to those plan details other than statutory requirements. All students, whether on JWU SHIP Insurance or through their parents or another means, are responsible for any co-pay, out-of-pocket, or deductibles associated with their insurance coverage. However, if students are paid by the site, the employer's workers compensation covers medical expenses for injuries sustained while in the course of employment.

**Please review the Student Injury and Sickness Plan brochure or go online to www.universityhealthplans.com for detailed plan information.*

STUDENT HEALTH INSURANCE:

If a student is paid a wage by the internship site, the site's Workers Compensation insurance coverage should pay for any injuries sustained while the student is working at the site. However, all undergraduate day school students are also required to have a health and accident insurance plan while in approved internship positions. If the student has not waived out of the Johnson & Wales University Student Health Insurance Plan (SHIP), a brochure containing detailed information on the JWU SHIP is available upon request. Students who have elected to waive the JWU SHIP must have coverage under insurance plans carried by their families or themselves. Although those plans must meet Federal Health Plan minimum requirements, JWU does not have access to those plan details and any request for such details will be the student's responsibility.

POLICY ON STUDENTS WITH DISABILITIES:

Johnson & Wales is dedicated to providing reasonable accommodations to give learning disabled, physically challenged, and students with chronic medical conditions the opportunity to succeed in their academic pursuits. Students requesting services must have documentation on file with the Center for Academic Support and must request that the accommodation information be sent to their experiential education & career advisor.

IMPORTANT INTERNSHIP POLICIES CONTINUED...

◆ INTERNSHIP SUPPORT FUND:

The Internship Support Fund provides funds to help defray expenses for undergraduate, day students participating in **approved, unpaid internships at a government or non-profit organization**. Students who participate in an unpaid internship at a **for-profit** site are **not** eligible for the stipend. **Students are encouraged and advised to find an internship at a paid site.** Resources to assist you are the internship section of [link.jwu.edu>jobs](http://link.jwu.edu/jobs) and internships.com, indeed.com, and faculty and staff. Some examples of government and non-profit organizations include: advocacy groups, charity organizations, government (police, courts, municipalities, military), hospitals, and some healthcare facilities.

Internship Support Fund (FAQs):

University Stipend amounts:

6 credits = \$500

9 credits = \$1000

12 credits = \$1500

(Note: 3-credit internships are not eligible)

What academic programs are eligible for the Internship Support Fund?

Undergraduate, day students currently enrolled in an **unpaid internship at a government or non-profit organization** coordinated through the Experiential Education & Career Services office are eligible for the JWU Internship Support Fund.

Are CE or Grad students eligible for the Internship Support Fund?

CE and Grad students are not eligible for the Internship Support Fund because tuition for those programs is already at a reduced rate.

Do I need to submit an application to receive the funds?

No, there is no application. To receive funds, you must be registered in an official internship through the Experiential Education & Career Services Office.

My internship was originally supposed to be paid, but now it is unpaid. Am I now eligible for the stipend?

If your employer is no longer able to pay you, please inform us right away. We will need to update our records so you will receive your stipend check in a timely manner. Depending on when the internship changed from paid to unpaid will determine your eligibility.

Am I eligible to receive the fund multiple times?

Yes, if you participate in multiple unpaid internships for academic credit, you are eligible to receive up to a maximum of \$1,500 in support from the fund over your entire student experience.

If I receive a stipend from my employer, does it count as "unpaid" since it's not hourly pay and below minimum wage?

Students receiving payment for their work in an hourly salary are not eligible for the Internship Support Fund. Students receiving a stipend, transportation supplement or housing from the government or non-profit internship site may be eligible, depending on the amount of stipend.

How do I receive the Internship Support Fund?

Stipends are distributed by week 6 in the form of a check. In order to receive the check, please be sure to update the address you will be residing at during internship; log into jwuLink, go to **Academics > Records & Personal Info > Addresses & Phone Numbers > Type of Address to Insert**: select Work Experience Address from the drop-down box.

If I am at the JWU financial aid cap, am I eligible to receive funds from the Internship Support Fund?

Yes. The financial aid cap does not impact your ability to receive the funds.

What happens if I drop or I am dropped from the internship program before the funds are distributed?

In this case you will not receive the funds but may be eligible to receive the funds in future terms.

What happens if I fail or I am terminated from my internship after the funds are distributed?

Since the stipend is not payment for services, students who do not successfully complete the internship but have already received the funds will not be required to reimburse the university. If a student does not successfully complete the internship *before* the funds are distributed, they may not be eligible to receive the funds in the current semester or in a future

internship. If I receive a medical drop, can I receive future funding?

If you are officially dropped for medical reasons, you may be eligible to receive the funds in the future.

FERPA POLICY

FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT OF 1974 (FERPA):

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the university receives a written request. A student should submit a written request to the department that maintains the record(s) the student wishes to inspect. The department will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be made.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the university to amend a record should write the university official responsible for the record, clearly identify the part of the record the student wants amended and specify why it should be amended. If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The university discloses education records without a student's prior written consent under the FERPA exception for disclosure to university officials with legitimate educational interests.

A university official is a person employed by the university in an administrative, supervisory, academic, research or support staff position; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A university official also may include a volunteer or contractor outside of the university who performs an institutional service or function for which the university would otherwise use its own employees and who is under the direct control of the university with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent, or a student volunteering to assist another university official in performing his or her tasks.

A university official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university. Upon request, the university also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

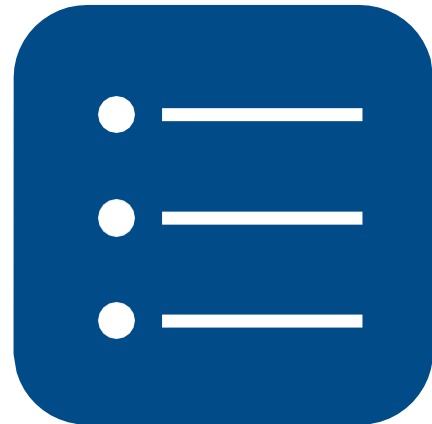
FERPA POLICY CONTINUED...

Directory Information

The university may, however, disclose appropriately designated “directory information” without the student’s written consent, unless the student specifically requests otherwise in writing. To prevent disclosure of directory information, a student must submit a written request for nondisclosure to Student Academic & Financial Services.

Directory information includes, but is not limited to:

- Students name
- Address
- Phone number
- Email
- Photographic/Videographic/Electronic Images
- Date and place of birth
- Major
- Field(s) of study
- Dates of attendance
- Anticipated degree & degree date
- Student’s dissertations
- Dates and place of employment
- Graduate level
- Credits earned
- Enrollment status
- Degree status.
- Class schedule
- Participation in activities & sports.



For a complete list of all directory information, please refer to the Student Handbook via www.catalog.jwu.edu/handbook > General Information and Policies > FERPA > Directory Information Public Notice.

Disclosures in Case of Emergency

The university only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The university complies with the changes made to FERPA as a result of the USA Patriot Act.

Release Form

If you would like to allow Experiential Education & Career Services permission to discuss information pertaining to your internship or other university-related issues, you need to complete the Student Authorization to Release Information Form. Contact your experiential education & career advisor for more information.

HOW TO PREPARE FOR AN EMERGENCY

What do we consider an emergency?

Location-Based Emergency (i.e. Boston Marathon, Paris bombing, pandemic such as COVID19)

- Terrorism
- Natural/Chemical Disaster
- Riots
- Any other emergencies communicated by local, regional, or national government

Individual Emergencies

- Sexual Assault/Rape
- Disappearance/Kidnapping
- Hospitalization
- Criminal Assault
- Arrest

Steps to prepare

Attend Internship Orientation and advising sessions with your experiential education & career advisor to receive:

- Student Guide to Internship (or International Internship)
- Internship Emergency Contact Card (international and domestic)
- Information on emergency steps and communication channels

Update/Verify information on jwuLink:

- Emergency contact
- Work Experience address (should be your residential address during internship)
- Alternative email

Take a cell phone picture of both sides of your Internship Emergency Contact Card which includes –

- HTH Insurance Phone # and Policy # (for international internships)
- Disaster & Evacuation Services Phone # (within US and outside US)
- Overseas Citizens Services of the Bureau of Consular Affairs # [U.S. Embassy or Consulate](#)
- JWU Safety & Security Phone # by campus
- Always check your JWU email for emergency instructions

Research the government emergency procedures for your location

- Typically this can be found on the state government website (i.e. www.ri.gov/alerts/)

What to do in case of Emergency

- If you are in immediate danger or harm, call 911 or if outside the US, the emergency contacts # for that country
- Follow local government instructions
- Locate your JWU Emergency Contact Card and HTH Insurance card (International Internships)
- It is imperative that you contact your family, Ex Ed & Career Services, and your internship site advisor to confirm your safety

INTERNATIONAL INTERNSHIPS FREQUENTLY ASKED QUESTIONS

When do I start?

You are able to schedule internship up to 12 months before the semester you want to go abroad. You should begin the planning process preferably 12 months, but at least 6 months before you intend to participate. You must meet with your Experiential Education Coordinator to begin this process.

What are the requirements for an international internship?

You must have a cumulative GPA of 3.25 or higher. Some sites require at least 1 year of work experience and professional references. Additionally, there are some prerequisites (such as labs) that are required for certain majors.

What are my options for an international internship?

You can search for many internship opportunities on *jwulink* > *jobs & internships* > *Internships*. This tab also gives you access to GoinGlobal, which has lots of information on interning and living abroad.

Do I have to pay for my internship?

Yes. Similar to any credit-bearing course, you register and pay tuition for internships. For the summer semester, you must contact Student Academic and Financial Services to find out what the summer tuition is and if your financial aid will cover summer internship.

How much money will I need to go abroad?

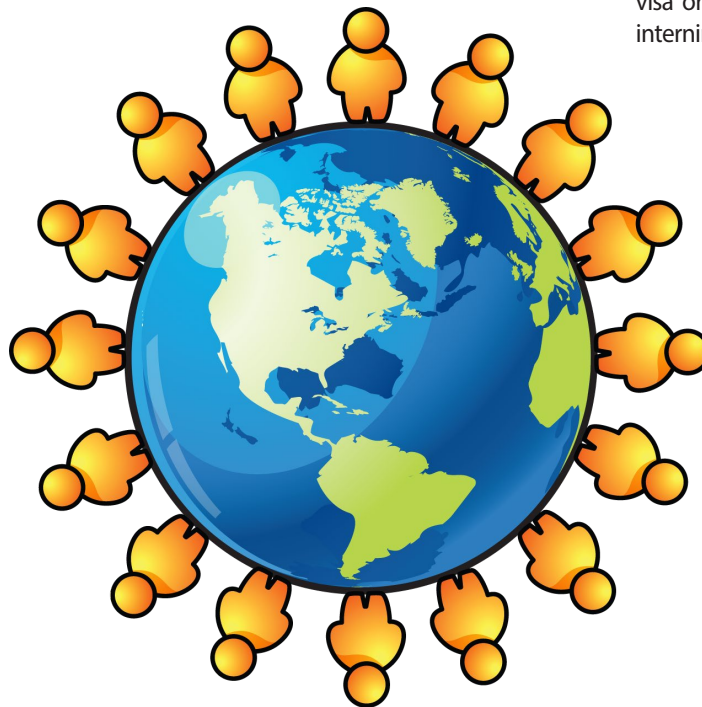
There are several costs associated with international internships. You will need to pay for a passport, visa or work permit, flights, housing and meals, international cell phone service, etc. Additionally, you should have spending money and savings for any emergency situations (i.e. hospital, flight cancellation, etc).

How do I get a passport?

In recent years there has been an unprecedented demand for passports; therefore, you should apply for a passport at least 3-6 months before your internship semester. U.S. and non-U.S. citizens need a passport both to enter other countries and return to the United States. If you already have a passport, make sure it is valid until at least one year after your return date. Passport forms are available at many Federal and state courts, and some post offices. They can also be downloaded at the US State Department web site <https://travel.state.gov/content/travel/en/passports.html> This site will also link you to the procedure and form for renewing your passport.

How do I get a visa or work permit for my international internship?

Your experiential education & career advisor will provide you with resources for obtaining a visa or work permit. Students should research the process through an embassy or may use a pay-for-service provider. You will need to confirm with your experiential education & career advisor that you have obtained the correct visa or work permit for the country you are interning in.



Web Resources for International Internship

*click on the blue name to be directed to the respective webiste

General Information

[Country Calling Codes](#)
[World Standards](#)
[Metric Conversions](#)
[International Student Identity Card](#)
[Time and Date](#)
[Electricity & Voltage Converters](#)
[Exchange Rate](#)
[Cost of Living Comparisons](#)

Country Information

[World Atlas](#)
[Nation Master](#)
[Lonely Planet](#)
[World Weather Information Service](#)
[Going Global](#)

Health & Safety

[Consular Notification and Access](#)
[U.S. Bilateral Relations Fact Sheets](#)
[Travel Advisories, U.S. Dept. of State](#)
[Traveler's Checklist](#)
[Center for Disease Control and Prevention](#)
[World Health Organization](#)
[Travel Health Online](#)
[Protect Yourself from Foreign Intelligence Targeting](#)
[Vegetarian Dining](#)
[Vegetarian Phrases in Other Languages](#)
[The Vegan Society](#)
[Safety and Security Messaging](#)

Cultural Awareness

[What's Up With Culture](#)

Government

[U.S. Embassies](#)
[U.S. Passport](#)
[International Travel](#)
[U.S. Customs and Border Protection](#)

Travel

[Student Universe](#)
[Airtreks](#)
[Start The Adventure \(STA\) Travel](#)
[Eurail](#)
[Hostel Information](#)
[LGBTI Travelers](#)
[Mobility International](#)
[Diversity Abroad Destination Guides](#)
[Tips for Students Preparing to Travel](#)
[Packing List](#)
[Travel Safety](#)

Rules & Policies

[Student Handbook](#)
[Student Code of Conduct](#)
[Drug & Alcohol Use](#)
[Prohibited Discrimination & Harassment \(including Sexual Harassment\) Policy](#)
[Sexual Assault & Relationship Violence Policy](#)
[GeoBlue Health Insurance \(students interning outside of their country of residence will be enrolled in this health insurance plan\)](#)



YOUR INTERNSHIP TEAM:



ROLES DURING INTERNSHIP



The Intern

- Before starting your internship, attend Internship Orientation with your experiential education & career advisor
- Attend your internship on the days you are scheduled
- You are expected to adhere to the policies and standards of your internship site, as well as those set forth by Johnson & Wales University
- You are required to engage in self-reflection, which is captured in your reflective assignments completed throughout the semester
- Submit each reflection entry on the posted due date. All assignments are to be submitted via ulearn



The Experiential Education & Career Advisor

- Assist you in researching sites, resume help, and overall internship preparation
- Your main contact prior and during your internship
- Work with employers regarding midterm and final evaluations
- Assist you with any questions or concerns
- Grade academic assignments (Culinary & Baking & Pastry Intermediate Internships only)
- Grade all resumes
- Work with faculty (all other internships) regarding assignment grades



The Internship Instructor

- Grade and provide feedback on all academic assignments
- Provide relevant resources based on themes found in academic assignments
- Assist you with any questions or concerns regarding your assignments



The Site Supervisor

- Responsible for providing you with a meaningful educational experience
- Provide a variety of practical learning experiences, including observation and participation, in a specific department relative to your field of study
- Be able to incorporate measurable, productive, and relevant activities that match real-world tasks of professionals in that industry
- Provide appropriate supervision and guidance to you during your internship
- Complete a midterm and final evaluation of your performance, and thoroughly review each with you

CONTACT INFORMATION SHEET

Experiential Education & Career Advisor

Name	
Phone Number	
E-mail	
Main Office Phone	

Site Supervisor

Name	
Title	
Cell Phone	
Main Office Phone	
E-mail	

Students Interning in the US or Abroad



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Campus Safety & Security

Providence Campus
www.jwu.edu/providence/safety 401-598-1103

Charlotte Campus
www.jwu.edu/charlotte/safety 980-598-1900

Students Interning Outside Their Country of Residence



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888-243-2358 www.geobluestudents.com

INTERNSHIP SUCCESS STORIES



Ishwar Pathak '19
Mumbai, India
Major: Tourism & Hospitality Management
Internship: Rail Explorers USA

"Be open to opportunities, to people, and to the world. By letting others in, you expand your own knowledge and understanding of the world around you."



Nicholas Pezza '19
Greenville, RI
Major: Finance
Minor: Economics
Internships: TicketMaster & JWU Wildcat Investment Value Fund

"My athletics involvement has prepared me for my career in many ways including time management. Taking four classes, two internships, showing up to games, practices, and team workouts has taught me to handle my time as responsibly as possible"



Olivia Lam '20
Great Neck, NY
Major: Culinary Arts & Food Service Management
Internship: Coliseum Pool & Grill at the Pelican Hill Resort

"I think it is easy to let fear get the best of you, but you have to challenge yourself in order to grow. Use this internship as a learning experience and a chance to step outside of your comfort zone."

CONNECT WITH US!



Experiential Education & Career Services

Downcity Campus

John Hazen White Building, 1st floor
(401) 598-1070
M-TH 8:30am-6:00pm (SEPT-MAY)
F 8:30am-4:30pm

Harborside Campus

Friedman Center, 1st floor
(401) 598-4611
M-TH 8:30am-6pm (SEPT-MAY)
F 8:30am-4:30pm

**Note: Summer hours for Fridays are 8:30am-1:00pm*



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Downcity John Hazen White: 401-598-1070

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