

Corporate Training and Development Strand
Technical Education and Training Major
Workforce Development and Education
School of Physical Activity and Educational Services

Internship Guidelines and Information

General

Every student in the Corporate Training and Development specialization is required to complete an internship.

We suggest that students complete the internship in their senior year, over a period of 1 – 3 quarters, depending on the timing, the nature of the assignment, and the career objectives for the student. Students are required to do one internship for the equivalent of 9 credit hours, other internships may be arranged, but are not required.

Each student is required to find his/her own internship and to negotiate the terms of the agreement with the employer. Students are required to complete a learning contract with the employer and file this contract with the faculty advisor prior to beginning the internship.

The internship experience is supposed to enhance classroom learning and offer a meaningful experience. Students are expected to seek exposure to multiple job tasks and serve as their own advocate on the internship.

Student Responsibilities

1. Finding and negotiating the terms of the internship
2. Carrying out duties as specified in the learning contract
3. Participating in the in class or on line learning activities to support the internship
4. Writing and delivering a final project that documents the lessons learned from the internship

Internship Description

The internship experience is designed to provide graduating seniors with industry experience in one or more key roles that Corporate Training and Development specialists work within. These roles include (but are not limited to):

- A course designer for classroom, on line, or on-the-job training programs;
- An assistant in administration, marketing, or planning for corporate training and development programs; and

- As a general human resource development staff assistant.

Students will be held responsible for identifying the exact internship location and negotiating the terms of the internship experience. Upon identifying the experience students are required to file paperwork with the academic advisor for the degree program.

As shown in the table below, students will be encouraged to plan the nature of their internship experience early on by considering the type of business sector(s) they are most interested in and the job role(s) they would like to perform in their preferred type of organizations. Such decisions will be facilitated through discussions in the various CTD core courses.

	<i>Preferred Business Sector</i>			
<i>Job Role</i>	Health Care	Manufacturing	Financial Services/Insurance	Public Agency
Content Trainer				
Train the Trainer				
Work Analyst				
Course Designer				
Training Coordinator				