

The Bellarmine Internship Guarantee

The university created the Internship Guarantee to place value on the internship experience and build a culture of experiential learning across campus. Internships not only provide valuable learning experiences, but they help students get jobs, one of the most highly scrutinized outcomes of a university.

Here are some BIG things to know about internships at Bellarmine:



Visit Handshake – Bellarmine’s hub for jobs, internships, career events and advising appointments focused on internship search



Register for BU299 – Internship Preparation & Success, 1-credit, 7-week course offered fall, spring and May term (online)



Take advantage of the Summer Internship Scholarship – 3-credit, 444 course for only \$400. Prereq: BU299 or course equivalent



Advise students on the Community Engagement Access fund. Fund established to provide paid stipends for students interning in the nonprofit and government sectors of our community.



Attend fall/spring career events, such as the Alumni Mentor Program and Career Week, to network with employers about upcoming internship opportunities



Register your internship experience in Handshake and earn your Professional Excellence Award at graduation through a glowing employer evaluation

Our Mission

We empower career-ready students and alumni to successfully live, work, lead and serve in the global community.

WAYS TO CONNECT STUDENTS TO CAREER SERVICES

Make an Appointment: Visit Handshake at bellarmine.joinhandshake.com or call 502.272.7243.

Drop-in Advising: Tuesdays and Thursdays, 11 a.m. - 3 p.m., no appointment necessary!

Peer Career Drop-in Advising: Evening hours throughout campus. For times and locations, visit Handshake Resources.



www.bellarmine.edu/careerdev

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Career Readiness Competencies

The career readiness of college graduates is an important issue in higher education, in the labor market, and in the public arena. Internship experiences are constructive ways for students to develop in-demand professional skills. At Bellarmine, students are evaluated at the end of their internship experiences based on eight competencies identified by the National Association of Colleges and Employers (NACE).

These competencies are:

- Career & Self-Development
- Communication
- Critical Thinking
- Equity & Inclusion
- Leadership
- Professionalism
- Teamwork
- Technology

Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace (NACE definition).

“Through my internship with the Clark County Youth Shelter and Family Services I have learned valuable skills that I will be able to utilize in many areas of my life. I believe that this experience has taught me a substantial amount about not only myself, but also the world, and it has given me a new, viable direction in life. Without this opportunity that Bellarmine has provided for me, I would still be struggling to find something I am passionate about.”

BRANDI GOATEE, PSYCHOLOGY MAJOR
CLARK COUNTY YOUTH SHELTER AND FAMILY SERVICES INTERN

Best Practices for Faculty Sponsors

It is our vision to create a career ecosystem across campus integrating our shared priorities with diverse campus partners to advance the career success of Bellarmine students. Faculty play a critical role in cultivating growth and learning throughout the student’s internship experience.

Here are some additional ways faculty sponsors can support student internship experiences:

- Ensure students register their internship course on Handshake
- Require students maintain an Hours and Activity Log
- Review student Performance Self-Evaluation and Site Evaluation Survey (via Blue)
- Discuss Intern Performance Evaluation Survey by Site Supervisor (via Blue)
- Encourage students to complete an Internship Reflection Paper to apply in-classroom learning to professional experiences

“Student internships are a critical and invaluable part of the Bellarmine experience. Internships allow our students to explore career interests where they can apply knowledge gained in coursework to help them make informed decisions on future studies or careers. Internships also allow students to establish relationships with professionals and organizations in the community to facilitate research collaboration opportunities or future employment opportunities. It is my belief that internships are the link that connects what we teach in classrooms and labs to the ‘real world,’ which is a challenge for many students.”

LAURA MILLER, ASSISTANT PROFESSOR, EXERCISE SCIENCE

Faculty Sponsor FAQs

How can a student register for an internship experience for academic credit?

All internship registration occurs through Bellarmine’s career management site, HANDSHAKE. Students complete an online application. The student’s faculty sponsor, program chair and dean are notified electronically to review the online application and internship proposal. If you request changes to the student’s proposal, send an email to the student and copy Career Development, who will update any requested changes to the application in Handshake. Once approved, the proposal is processed through the Registrar and the student is enrolled in the internship course for credit.

What if a student asks to change internship sites in the middle of their internship experience?

Be sure to check the accreditation guidelines for your department as generally, a minimum of 90 hours (for 3-credit hours) must be completed at the same internship site location. If a change is permissible, notify the Career Center and speak with the student to understand why the change was requested. Not only is this a learning opportunity for students to work through challenges in workplace settings, but also this helps the Career Center manage employer partnerships with the university.

Are all internships paid?

Not all internship experiences are paid, but special attention must be considered to ensure all employers are abiding by fair labor standards. For more information, please refer to the U.S. Department of Labor, Fair Labor Standards Act (FLSA), which establishes minimum standards for student internship experiences. Please refer students to the Career Center to review special funding opportunities for internship experiences.

How does sponsoring a student internship experience impact my course load?

Please refer to the Bellarmine Faculty Handbook regarding course load parameters.