



HONORS COLLEGE

Honors Internship Partner Guide

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Welcome & Purpose Statement

Welcome to the Honors College Internship Partnership Program

The Honors College at Marshall University is proud to collaborate with outstanding organizations and professionals who serve as trusted partners in providing transformative experiential learning opportunities for our students. This guide has been developed to outline the shared expectations, commitments, and benefits of participating in our Internship Partnership Program.

Unlike ad hoc internships initiated by individual students, Internship Partnerships represent established, ongoing relationships between the Honors College and community organizations. These partnerships affirm our mutual dedication to supporting students' academic, professional, and personal growth. They also reflect the confidence we have in our partners' ability to provide meaningful, well-structured learning experiences that align with the mission and values of the Honors College.

Our goal is to make the internship process smooth, transparent, and rewarding for all involved—students, supervisors, and partners—while maintaining the academic standards necessary for students to earn honors-designated credit. Through this program, Internship Partners become *co-educators*, *mentors*, and *vital contributors* to the distinctive education our Honors students receive.

The Honors College & Experiential Learning

About the Honors College

The Honors College at Marshall University cultivates intellectual curiosity and ethical action through creative and critical inquiry, experiential learning, and community engagement. Honors students represent outstanding undergraduates from every academic college at Marshall, chosen for their curiosity, creativity, and commitment to excellence. They bring diverse perspectives and ambitions but share a drive to make meaningful contributions to their communities and professions.

Why Internships Matter

Internships are a cornerstone of the Honors College's commitment to **integrative learning**—blending academic study with real-world application. By connecting classroom knowledge to professional practice, students gain skills, insights, and perspectives that prepare them to thrive as adaptable leaders and engaged citizens.

For students, an internship:

- Provides direct experience in fields connected to their academic studies and career aspirations.
- Offers mentorship and professional networking opportunities.
- Builds transferable skills such as communication, problem-solving, and teamwork.
- Strengthens reflective practice as they integrate academic and professional experiences.

For partners, internships:

- Bring fresh perspectives and energy from highly motivated students.
- Support meaningful projects and initiatives with student contributions.
- Foster long-term connections with the university and its talent pipeline.
- Provide opportunities to mentor the next generation of leaders and professionals.

What It Means to Be an Internship Partner

Becoming an Internship Partner

Internship Partners are more than placement providers. They are trusted *collaborators* in the Honors College's mission to create transformational educational experiences. By joining our Internship Partnership Program, organizations affirm their commitment to serving as co-educators, mentors, and leaders in shaping the next generation of professionals and engaged citizens.

Shared Values

- **Commitment to Learning:** Partners provide meaningful, structured opportunities that connect directly to students' academic and career goals.
- **Professional Mentorship:** Supervisors serve not only as managers but as mentors who guide students' development with care and expertise.
- **Collaboration with the College:** Partners engage in ongoing communication with the Honors College to ensure the success of each internship experience.
- **Mutual Benefit:** Partnerships are designed to be reciprocal by supporting both the learning of honors students and the mission and work of the organization.

A Distinct Relationship

Because Internship Partners have already demonstrated the ability to provide high-quality experiences, the process for student placement is streamlined compared to ad hoc internships. The Honors College recognizes and celebrates this trust by reducing unnecessary bureaucracy while continuing to ensure academic rigor and accountability.

Expectations of Internship Partners

Internship Partners are essential collaborators in shaping the Honors College student experience. We ask that partners commit to a shared set of expectations that ensure the internship is academically rigorous, professionally meaningful, and personally rewarding. To make this as simple and efficient as possible, all necessary details and documentation are managed through the Honors College's online system, which automatically provides partners with the required links at the appropriate times.

What We Ask of Internship Partners

- **Provide Meaningful Work:** Assign students projects and responsibilities that are substantive, not clerical. Work should connect directly to the student's academic field(s) of study and career goals, giving them opportunities to apply classroom learning in real-world settings.
- **Foster Mentorship and Professional Growth:** Designate an **On-Site Internship Supervisor** who will guide, support, and mentor the student. Encourage the development of transferable skills such as communication, teamwork, leadership, and critical problem-solving, while also offering exposure to professional networks and organizational culture.
- **Maintain Open Communication:** Be available for reasonable check-ins with the student and, if needed, the Honors College. Should significant concerns or developments arise, we ask that you notify us promptly so that we can provide support.
- **Ensure a Supportive Environment:** Provide a safe, inclusive, and respectful workplace that reflects the values of ethical leadership and community engagement central to the Honors College. Honors students bring diverse perspectives and experiences, and we want them to thrive in environments that respect and celebrate that diversity.
- **Complete Documentation Online:** To streamline the process, our online system will automatically send you the necessary forms at the right times. At the start of the internship, you will receive a link to complete an **intake form** confirming placement details (contact information, credit hours, dates, and schedule). At the end of the semester, the system will prompt you to complete a brief **evaluation of the student's performance and growth**. No additional paperwork is required.

Expectations of Honors Students

Just as our Internship Partners commit to providing meaningful opportunities, our Honors students commit to upholding the highest standards of professionalism, accountability, and academic integrity. By entering an internship, each student affirms the following expectations:

Professional Conduct

- Approach the internship as a professional responsibility, arriving prepared, on time, and ready to contribute.
- Demonstrate integrity, respect, and ethical behavior in all interactions with supervisors, colleagues, and community members.
- Represent the Honors College and Marshall University with pride, acting as an ambassador for the institution.

Accountability and Communication

- Fulfill agreed-upon responsibilities and communicate proactively if challenges arise.
- Maintain regular contact with the On-Site Supervisor and complete any check-ins requested by the Honors College.
- Uphold workplace policies and procedures established by the partner organization.

Personal and Professional Growth

- Approach the internship as an opportunity to learn, experiment, and stretch beyond comfort zones.
- Seek feedback actively and use it to improve performance and skills.
- Contribute thoughtfully to the mission and goals of the partner organization.

Academic Requirements

- With your Internship Supervisor, log internship hours accurately in accordance with the credit-hour structure.
- Submit reflective assignments or portfolios as required by the Honors College to integrate academic learning with the internship experience.
- Ensure that all documentation is submitted by posted deadlines in the online system.

Honors College Commitments to Internship Partners

The Honors College is deeply grateful to our Internship Partners for their role in educating and mentoring our students. As collaborators in this process, we commit to supporting both students and partners to ensure that the experience is successful, sustainable, and rewarding for everyone involved.

Streamlined Processes

- We manage all necessary documentation through our online system, sending links automatically at the appropriate times. This reduces administrative burdens for partners and ensures that records are complete and accurate.
- We provide clear instructions and deadlines so partners never need to wonder what comes next.

Ongoing Support and Communication

- The Honors College remains available throughout the internship to address questions or concerns.
- We conduct at least one **mid-semester check-in** with both the student and the supervisor to support the success of the placement.
- Should issues arise, we are committed to responding promptly and constructively.

Recognition and Appreciation

- Internship Partners are highlighted on the Honors College website and in select communications as valued collaborators in our mission.
- Partners may be invited to participate in special events, such as networking opportunities with students, receptions, or the annual Honors Convocation.
- Each year, we provide formal recognition of our Internship Partners, affirming the significance of their contributions to Honors education.

Commitment to Continuous Improvement

- We invite partners to share feedback on their experiences with Honors interns and with the College itself.
- This feedback helps us strengthen our students' preparation and maintain meaningful, mutually beneficial partnerships.

Through these commitments, the Honors College ensures that partnerships are not only administratively smooth but also personally rewarding and professionally impactful.

Practical Requirements for Academic Credit

Internships completed through the Honors College are **credit-bearing courses**. To award credit fairly and consistently, we follow clear guidelines that balance hours worked with reflective academic work. Partners do not need to manage these academic requirements directly, but knowing the framework helps ensure a smooth process.

Credit-Hour Structure

- 1 credit hour = 50 hours of internship work
- 2 credit hours = 100 hours of internship work
- 3 credit hours = 150 hours of internship work

Students and supervisors confirm the expected number of hours during the intake process. While students track their time independently for reflection purposes, the official **final log of hours** is submitted by the supervisor at the end of the internship.

Supervisor Final Evaluation & Hours Certification

At the end of the semester, our online system will automatically send supervisors one combined form that includes:

- A brief evaluation of the student's performance, growth, and contributions, and
- Certification of the **total number of hours completed**.

Supervisors only need to contact the Honors College mid-semester if a student is going significantly above or below the expected hours.

Student Academic Work

In addition to on-site responsibilities, students complete reflective assignments required by the Honors College. These assignments help students integrate their professional experiences with their academic learning and ensure the internship fulfills the standards of honors education.

Verification for Credit

Credit is awarded only when all three elements are completed:

1. Supervisor certification of total hours,
2. Supervisor evaluation, and
3. Student reflective assignments.

Benefits of Partnership

Becoming an Internship Partner with the Honors College is more than an opportunity to host a student — it is an invitation to join in a meaningful relationship that enriches our students, our community, and your organization. We recognize that strong partnerships thrive on reciprocity, and we want our partners to clearly see the benefits they receive.

Access to Outstanding Students

- Internship Partners gain early and direct access to some of Marshall University's most ambitious and high-achieving undergraduates.
- Honors students bring energy, creativity, and a strong work ethic that can support ongoing projects and spark fresh ideas.

Support for Organizational Goals

- Interns can contribute real value through research, writing, design, data analysis, event support, and other professional activities.
- Internships offer an opportunity to build capacity within your organization while also shaping the next generation of professionals.

Connection to Marshall University

- Partners strengthen ties to the university and join a network of organizations across West Virginia and beyond.
- Invitations to select Honors College events provide opportunities to meet other community leaders, faculty, and talented students.

Recognition and Visibility

- Internship Partners are featured on the Honors College website and in College communications, affirming their role as valued collaborators in education.
- Each year, partners receive formal recognition from the College, highlighting their contributions to student success.

Contribution to Civic and Educational Impact

- By mentoring Honors students, partners play a direct role in shaping ethical leaders and engaged citizens who will contribute to the future of West Virginia and beyond.
- This investment in students' growth resonates far beyond the semester, influencing careers, communities, and lives.

Partner Profiles and Student-Facing Information

Once an Internship Partnership is formally established, the Honors College will create a dedicated profile for your organization on the **Honors College Internship Partners webpage** here www.marshall.edu/honors/internship-partners.

This page serves two purposes:

1. Student Access and Awareness

- It introduces Honors students to current Internship Partners and highlights available or recurring internship opportunities.
- It helps students understand your organization's mission, the kinds of projects or roles offered, and the professional skills they can expect to develop.

2. Partner Visibility and Recognition

- Each partner profile showcases your logo (if provided), a short organizational description, and any links you'd like to include—such as your website, internship application materials, or promotional resources.
- Partners may update their profile at any time to reflect new opportunities, contact changes, or testimonials from past interns.
- The Honors College will periodically reach out to confirm that profile information remains accurate.

Content Submission

After the partnership is confirmed, the Honors College requests the following for our use:

- Organizational overview (150–250 words)
- Internship focus areas or typical student roles
- Preferred semester(s) or time frames for internships
- Supervisor contact information for student inquiries (students will need to go through the Honors College to set up their internship, but are welcome to reach out for information)
- *Optional* links (application forms, social media, etc.)
- *Optional* logo or photo (JPEG or PNG)

This shared platform connects exceptional students with meaningful experiences while giving our partners visibility within the Marshall community and beyond.

Closing & Contact

The Honors College at Marshall University is honored to work alongside Internship Partners who share our belief in the transformative power of experiential learning. By joining this

program, you are not only providing a student with valuable professional experience, you are helping shape the future leaders, thinkers, and citizens of our communities.

We deeply value your role as co-educators and mentors. Your guidance and support extend the reach of the classroom, creating opportunities for students to connect knowledge with practice, and ambition with impact. Together, we ensure that Honors students graduate not only with distinction but also with the skills, confidence, and vision to contribute meaningfully to the world.

We thank you for your partnership and your trust. It is through collaborations like this that the Honors College fulfills its mission of cultivating intellectual curiosity, ethical leadership, and community engagement.

For questions, support, or additional information, please contact:

honorscollege@marshall.edu.