A walk through the ExEL Co-Curricular Internship Process

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About Us: ExEL Advising Team

FUN FACTS:
- 3 SOPHOMORE ADVISORS & 5 FRESHMAN ADVISORS
- COHORT MODEL
- 6 UNITS
- 5 PILLARS +1

HOW WILL YOU ExEL?
Pre-Internship Offer: Our Role

How do we assist the student?

• Identify Interest Area
• Internship Search (Handshake, LinkedIn, Indeed, etc.)
• Informational Interviewing
• Resume/CV & Cover Letter
• Interviewing

HOW WILL YOU EXEL?
Post Internship Offer: The Process

Before you begin the ExEL Internship Request form on Handshake, be sure you have the following information available:

- Internship Information:
  - Organization Name, Phone Number, Email Address (phone/email can be the same as Internship Supervisor/Contact’s information)
  - Supervisor/Contact’s Name, Title, Phone Number, Email Address
  - Internship Role information (job title, start date, approximate end date)

- A signed offer letter of official email from your internship site that includes:
  - Internship Supervisor’s information (Name, Job Title, Phone, and Email)
  - Start Date/End Date
  - Work Hours Expected (Must be a total of at least 80 hours to qualify for two (2) ExEL units)
    
    Please note: students completing an internship for ExEL Units may work no more than 20 hours per week at their internship site during school semesters, and up to 40 hours per week during school breaks.
  - Internship Location (Internships may not be completed virtually for ExEL Units)
  - A brief description of the tasks and projects in which you will be participating as an intern (A separate job description may be submitted to provide this information.)

Once the items above have been reviewed, verified, and approved, your ExEL Career Advisor will notify you that you are cleared to begin accumulating internship hours.

HOW WILL YOU ExEL?
Once Your Co-Curricular Internship Experience has been approved:

### Record Your Internship Hours

*You must complete at least 80 hours for two (2) ExEL Units.*

*You may work up to 20 hours per week during school semesters, and up to 40 hours per week during school breaks.*

- Log your hours on the attached Hours Log form each time you work at your internship site *(see Appendix B)*
  - Print as many pages as needed for the number of weeks of your internship
- Have your supervisor sign off each week to verify the hours and work you’ve completed

### Mid-Point Check-in with your ExEL Career Advisor

Your ExEL Career Advisor will check-in with you around the mid-point of your internship experience to see how it has been going, learn about what you have been working on, document any challenges you have encountered, and to collect feedback about your internship site. Your ExEL Career Advisor will also be checking in with your supervisor at the mid-point to gather feedback about the internship.
## Post Internship Offer: The Process

### At the end of your Co-Curricular Internship Experience:

**Submit the items below to receive ExEL Unit(s):**

**Item 1: Completed Hours Form (Appendix B)**
- Submit your completed and signed Hours Form(s) via Handshake *no later than four weeks* after the end date indicated in your offer letter.

To upload Hours Form(s):
- Log in to Handshake at [https://nova.joinhandshake.com](https://nova.joinhandshake.com) using your NSU username and password
- Click on Career Center (top right corner), and then click Experiences
- Click View Details on your current internship experience
- Click New Attachment (left side of page) to upload your completed Hours Form

*Contact your ExEL Career Advisor if you have any issues uploading your completed Hours Form*

**Item 2: Final Reflection Activity (Appendix C)**
- Reflection is a key component of learning and personal development. As part of the ExEL Internship Process, you are required to complete a short reflection project to document your internship experience and consider how this experience will help you in your future career. (See Appendix B for Reflection Project guidelines)

Once completed, upload your Reflection Project to your Portfolium *no later than four weeks* after the end date indicated in your offer letter.

**Final Co-Curricular Internship Experience Evaluation**
- You will be asked to complete an evaluation of your Internship Experience. Your feedback plays an important role in the success of the Co-Curricular ExEL Internship program. Contact your ExEL Career Advisor if you have any concerns about completing the evaluation.
Final Reflection Project

Overall Evaluation

- The best experience I could have had this summer
- Extremely thankful for the experience and all the people who helped me at VIMS

WHY MEC?

- Offered the opportunity to intern at the office for 2 summers in a row as an Optometric Technician
- An optometric technician conducts all of the pre-testing and medical history on a patient and prepares them to see the doctor
- Work environment was professional and friendly
- Worked closely with office staff in various capacities ranging from working the front desk to preparing patients to see the doctor, and shadowing the optometrists as they were conducting exams
- Dr. Laurinetta and Dr. Love both mentored me throughout the entirety of my internship by explaining what they were doing, why, and how to use different machines in the office
- Given the opportunity to sit in on company business meetings
- Overall, it was a well-rounded private practice optometry experience

Millennium Eye Center Official Headshot

HOW WILL YOU EXEL?
Final Reflection Project

Social Media Management

Social Media is imperative to a company and how it represents itself. Music Tech Studios colors, aesthetic, and energy was represented throughout scheduled Instagram posts that vary from quotes, photos, information, and videos.

PROJECT: FG Label Update
- Updated FG illustrations for the Collaboration Phase

PROJECT: Packaging Change for MOPS Fresh DC
- Aid in simulated handling assessment of final configuration

PROJECT: Viable Amnion Second Source Supplier for Retainer
- Tested prototype samples to determine if they met RM specification
- Concluded misalignment of tray die cuts resulted in failure of the tests because as seen in these pictures, the connecting trays could not lock in using the custom test fixture to give accurate force readings

HOW WILL YOU EXEL?
Reflection Time:

Brainstorm 2-3 ideas you can try to implement in your ExEL experience!
QUESTIONS?
Contact Information

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