

Variable Dictionary for The National Survey of College Internships
Center for Research on College-Workforce Transitions (CCWT)
University of Wisconsin-Madison

This codebook is for participating institutions, researchers and analysts to easily find and view survey items, variable names, response options, variable types, and scales' information in the NSCI survey. This codebook consists of six parts corresponding to the six survey sections: 1) academic profile, 2) internship participation, 3) internship experience, 4) internship barriers, 5) life and employment situation, and 6) demographic profile.

Each question was named with a variable name in the format of q#_name, which is the same as variable names in the cleaned dataset. Variables are listed in the order that students view the survey questions. Response options for each question are listed in parentheses, followed by the variable type. Four variable types are included in this codebook: 1) binary, 2) categorical, 3) character, and 4) numeric.

Table of Contents

METADATA	2
PART 1: ACADEMIC PROFILE	2
PART 2: INTERNSHIP PARTICIPATION	2
PART 3: INTERNSHIP EXPERIENCE (ONLY FOR THE YES INTERNSHIP GROUP)	3
GOAL CLARITY SCALE	5
SUPERVISOR SUPPORT SCALE	6
AUTONOMY SCALE	6
SUPERVISOR MENTORING SCALE	6
DEVELOPMENTAL VALUE SCALE	7
PART 4 INTERNSHIP BARRIERS (ONLY FOR THE NO INTERNSHIP GROUP)	8
PART 5: LIFE AND EMPLOYMENT SITUATION	10
PART 6: DEMOGRAPHIC PROFILE	11
REFERENCES	12

Metadata

state. The state of the institute. Character.

institution_type. Type of the institutions. (HBCU, HSI, Technical College, Community College, Four Year College, etc.). Character.

institution. Name of the institution. Character.

survey_year. The year when the survey was conducted. Character.

survey_semester. The semester when the survey was conducted. (spring, fall). Character.

Part 1: Academic Profile

q1_enrollment. As of today, are you attending college full-time or part-time?
(1= Full time, at least 12 credits; 2= Part-time, less than 12 credits; 3=No, I'm not attending college). Categorical.

q2_degree. Currently, what type of program are you in?
(1=Technical or vocational certificate or diploma, less than 2-year degree; 2=Associate's degree, 2-year degree; 3=GED program; 4=Bachelor's degree; 5=I am not in a program). Categorical.

q3_grade_level. What is your grade level?
(1=Undergraduate freshman; 2=Undergraduate sophomore; 3=Undergraduate junior; 4=Undergraduate senior; 5=Technical or vocational college first year; 6=Technical or vocational college second year; 7=Associate's degree first year; 8=Associate's degree second year; 9=Other, please specify: [text entry box]). Categorical.

q4_program. What is your major or the discipline of your academic program?
(1= arts & humanities; 2= biological sciences, agriculture, & natural resources; 3= physical sciences, mathematics, & computer science; 4=social sciences; 5= business; 6= communications, media, & public relations; 7=education; 8=engineering; 9=health professions; 10=social service professions; 11= others). Categorical.

q5_gpa_num. Slide the circle right until you reach the number that answers the following question: Thinking about the past 2019-2020 academic year, which of the following best describes your grade point average (GPA) average? (A+/A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0). Numeric.

Part 2: Internship Participation

q6_internship. In the past 12 months, have you participated in any internships? (1=Yes; 2=No). Binary.

q7 In the past 12 months, have you participated in any of the following non-internship experiences?

q7_apprenticeship. (1=Yes; 2=No). Binary.

q7_coop. (1=Yes; 2=No). Binary.

q7_practicum. (1=Yes; 2=No). Binary.

q7_course_project. Project-based learning activity in a course. (1=Yes; 2=No). Binary.

q7_service_learning. (1=Yes; 2=No). Binary.

q7_undergraduate_research. Undergraduate research experience. (1=Yes; 2=No). Binary.

Part 3: Internship Experience (only for the yes internship group)

q8_online. Was your most recent internship an in-person or online experience? An online internship means that you did not physically appear at the organization where you interned, and instead worked remotely via digital technologies (e.g., laptop).
(1= In-person internship; 2=Online internship; 3=Other, please specify). Categorical.

q9_int_required. Is an internship required to graduate from your academic program?
(1=Yes; 2=No; 3=Not sure). Categorical.

q10_int_credit. Did you take this internship for credit or non-for-credit?
(1=for credit; 2=not for credit). Categorical.

q11_online_channel. To the best of your knowledge, who organized your online internship?
(1=A third-party vendor (e.g., Parker Dewey, Symba, CapSource, Virtual Internships.com, etc.), please specify: [text entry box]; 2=My internship employer; 3=Others, please specify: [text entry box]). Categorical.

q12_company_zipcode. What is the zip code of the company or organization where you did your internship? Please indicate if you took in-person internship out of the United States.
Character.

q13_internship_zipcode. What is the zip code of your living address while doing the internship? Please indicate if your living address is out of the United States. Character.

q14_organization. At what type of organization did you participate in this internship?
(1=Government agency; 2=For-profit company; 3=Non-profit organization). Categorical.

q15_industry. In what industry or field was this internship in? (United States Census Bureau, 2017)

(1=Accommodation and Food Services; 2=Administrative and Support and Waste Management and Remediation Services; 3=Agriculture, Forestry, Fishing and Hunting; 4=Arts, Entertainment, and Recreation; 5=Construction; 6=Educational Services; 7=Finance and Insurance; 8=Health Care and Social Assistance; 9=Information; 10=Management of Companies and Enterprises; 11=Manufacturing; 12=Mining; 13=Other Services (except Public Administration); 14=Professional, Scientific, and Technical Services; 15=Public Administration; 16=Real Estate Rental and Leasing; 17=Retail Trade; 18=Transportation and Warehousing; 19=Utilities; 20=Wholesale Trade). Categorical.

q16_int_weeks. For how many weeks did you participate in this internship? (0-60 weeks).
Numeric.

q17_int_hours. In a typical week, for how many hours did you work at this internship? (0-100 hours).
Numeric.

q18_int_reasons. What was your main purpose for taking this internship?
(1=Exploring different career options because I am not yet sure about my chosen profession;
2=Gaining experience in a specific career that I plan on pursuing as my chosen profession;
3=Others, please specify: [text entry box]). Categorical.

q19_int_paid. Was the internship paid or unpaid? (1=Paid; 2=Unpaid). Binary.

q20_hourly_comp. Approximately, how much does/did your internship pay by the hour? Note: Please estimate your hourly compensation if you are/were not paid based on hourly wages.
Character.

q21_written_document. Were you provided with a written document that outlined the learning goals and activities for your internship, either by your academic advisor or your internship host organization? (1=Yes; 2=No). Binary.

q22_workplace_task. Which of the following best describes how you engaged in workplace tasks during your internship?
(1=Job shadowing: You mostly shadowed your supervisor and observed them perform tasks;
2=Low-skill tasks w/supervision: You mostly engaged in relatively low-skill tasks after being trained by your supervisor;
3=High-skill tasks w/supervision: You mostly engaged in relatively high-skill tasks after being trained by your supervisor, who would then review and approve your work;
4=Autonomous work: You mostly worked on your own project(s) independently with support from a supervisor only as needed). Categorical.

q23_commute. How did you physically get to your internship?
 (1=I used my own vehicle and/or took public transportation using my own money; 2=I used my own vehicle and/or took public transportation using subsidies provided by my internship host organization; 3=Others, please specify: [text entry box]). Categorical.

q24_info_tech. Do you have sufficient information technology (e.g., internet bandwidth, laptop, etc.) to complete the online internship? (1=Yes; 2=No). Binary.

q25_opportunity. How did you initially learn about your internship opportunity?
 (1=Through informal networks (e.g., professors, families and friends, etc.); 2=Through public advertisements and/or forums (e.g., job board, LinkedIn, company website, etc.); 3=Through my campus career services (e.g., website, job/internship fair, resource center, etc.); 4= I was recruited by an employer for the position). Categorical.

q26_non_discrimination. In the internship posting or announcement for the position, was there an explicit statement about non-discriminatory hiring on the basis of race, gender, sexuality, disability status and/or other personal attributes?
 (1=Yes; 2=No; 3=Not sure). Categorical.

q27_discrimination. Did you ever feel discriminated against during your internship based on your race, gender, sexuality, disability status, and/or other personal attributes?
 (1=Yes, please describe the nature of the discrimination: [text entry box]; 2=No). Categorical.

q28_primary_task. Please describe the primary tasks you performed for this internship.
 Character.

Goal Clarity scale

(Beenen & Rousseau, 2010; McHugh, 2017). Q29-Q30.

q29_objectives. Please rate how clear you felt your internship supervisor stated the tasks to be completed during your internship.
 (1=Not at all clear; 2=A little clear; 3=Somewhat clear; 4=Very clear; 5=Extremely clear).
 Categorical.

q30_explanation. Please rate how clear you felt your internship supervisor stated the goals of your internship.
 (1=Not at all clear; 2=A little clear; 3=Somewhat clear; 4=Very clear; 5=Extremely clear).
 Categorical.

q31_int_program. How related do you feel your internship was to your academic program?
 (1=Not at all related; 2=A little related; 3=Somewhat related; 4=Very related; 5=Extremely related). Categorical.

q32_academic_contact. Please indicate how often you were in contact with the university employee responsible for overseeing your internship experience (e.g., a faculty member or academic advisor) during the internship.

(1=Daily; 2=Weekly; 3=Twice a month; 4=Monthly; 5=Just once; 6=Never). Categorical.

q33_academic_contact_prefer. Would you have preferred to have been in more regular contact with this person?

(1=Yes, please specify why: [text entry box]; 2=No). Binary.

Supervisor Support scale

(McHugh 2017; Shanock & Eisenberger, 2006). Q34_1 – Q35_1.

q34_wellbeing. In this internship, how much did your supervisor care about your well-being?
(1=Not at all; 2=A little; 3=Some; 4=Quite a bit; 5=A great deal). Categorical.

q34_care. In this internship, how much did your supervisor care about your satisfaction at work?
(1=Not at all; 2=A little; 3=Some; 4=Quite a bit; 5=A great deal). Categorical.

q34_appreciate. In this internship, how much did your supervisor appreciate the amount of effort you made?
(1=Not at all; 2=A little; 3=Somewhat; 4=Quite a bit; 5=A great deal). Categorical.

q35_respect. In this internship, how much respect did you feel you received?
(1=None; 2=A little; 3=Some; 4=Quite a bit; 5=A great deal). Categorical.

Autonomy scale

(Beenen & Rousseau, 2010; McHugh, 2017). Q35_2 – Q35_3

q35_flexibility. In this internship, how much flexibility did you have in how you completed your work?
(1=None; 2=A little; 3=Some; 4=Quite a bit; 5=A great deal). Categorical.

q35_freedom. In this internship, how much freedom did you have to decide how to do your work?
(1=None; 2=A little; 3=Some; 4=Quite a bit; 5=A great deal). Categorical.

Supervisor Mentoring scale

(McHugh 2017). Q36

q36_strategies. How often did your supervisor suggest specific strategies for achieving career goals?
(1=Never; 2=Rarely; 3=Sometimes; 4=Very often; 5=Extremely often). Categorical.

q36_new_ways. How often did your supervisor encourage you to try new ways of behaving in the job?
(1=Never; 2=Rarely; 3=Sometimes; 4=Very often; 5=Extremely often). Categorical.

q36_feedback. How often did your supervisor give you feedback regarding job performance? (1=Never; 2=Rarely; 3=Sometimes; 4=Very often; 5=Extremely often). Categorical.

q36_assignments. How often did your supervisor give you assignments that presented opportunities to learn new skills? (1=Never; 2=Rarely; 3=Sometimes; 4=Very often; 5=Extremely often). Categorical.

q36_deadlines. How often did your supervisor help you finish tasks or meet deadlines that otherwise would have been difficult to complete? (1=Never; 2=Rarely; 3=Sometimes; 4=Very often; 5=Extremely often). Categorical.

q37_satisfied. How satisfied were you with your internship experience? (1=Not at all satisfied; 2=A little satisfied; 3=Somewhat satisfied; 4=Very satisfied; 5=Extremely satisfied). Categorical.

q38_network. Do you think your internship experience expanded your professional network? (1=Yes [text entry box]; 2=No [text entry box]). Categorical.

Developmental Value Scale

(McHugh, 2017; Nghia & Duyen, 2019); Q39 – Q40

Q39 Please rate the following aspects of your internship value using the scale below.

q39_understand. This internship helped me to better understand the knowledge I learned in my academic program. (1=None; 2=A little; 3=Some; 4=Quite a bit; 5=A great deal). Categorical.

q39_apply. This internship gave me opportunities to apply what I have learned in my courses to real-world situations. (1=None; 2=A little; 3=Some; 4=Quite a bit; 5=A great deal). Categorical.

q39_identify_gap. This internship helped me identify my academic knowledge gaps. (1=None; 2=A little; 3=Some; 4=Quite a bit; 5=A great deal). Categorical.

q39_identify_focus. This internship helped me identify what I should focus on studying in my academic program. (1=None; 2=A little; 3=Some; 4=Quite a bit; 5=A great deal). Categorical.

q39_motive. This internship motivated me to look for more hands-on learning opportunities that enhance my academic learning. (1=None; 2=A little; 3=Some; 4=Quite a bit; 5=A great deal). Categorical.

Q40 Please rate the following aspects of your internship value using the scale below.

q40_career_goal. This internship helped me clarify my career goals. (1=None; 2=A little; 3=Some; 4=Quite a bit; 5=A great deal). Categorical.

q40_skill. This internship provided me with important skills relevant to my career goals. (1=None; 2=A little; 3=Some; 4=Quite a bit; 5=A great deal). Categorical.

q40_new_skill. This internship gave me opportunities to learn new career-related skills. (1=None; 2=A little; 3=Some; 4=Quite a bit; 5=A great deal). Categorical.

q40_target_org. This internship helped me to identify specific organizations where I can apply for jobs in the future, perhaps including your internship site.

(1=None; 2=A little; 3=Some; 4=Quite a bit; 5=A great deal). Categorical.

q40_confidence. This internship helped me to become more confident in my ability to pursue future career opportunities.

(1=None; 2=A little; 3=Some; 4=Quite a bit; 5=A great deal). Categorical.

q41 Please indicate how often your internship provided opportunities for developing the following skills.

q41_communication. (1=Never; 2=Rarely, 3=Sometimes, 4=Often, 5=Very often). Categorical.

q41_teamwork. (1=Never; 2=Rarely, 3=Sometimes, 4=Often, 5=Very often). Categorical.

q41_problem_solving. (1=Never; 2=Rarely, 3=Sometimes, 4=Often, 5=Very often). Categorical.

q41_leadership. (1=Never; 2=Rarely, 3=Sometimes, 4=Often, 5=Very often). Categorical.

q42_change_experience. If you could change anything about your internship experience, what would it be and why? Character.

Part 4 Internship Barriers (only for the No Internship group)

q43_participate_interest. You indicated that you did not participate in an internship in the past 12 months. In the past 12 months, were you interested in participating in an internship? (1=Yes; 2=No). Binary.

q44_reason_text. Select each item you consider as a reason for why you were unable to pursue an internship in the past 12 months, then drag and drop the items into the question box. Within the Yes box, rank the reasons from most important to least important for not pursuing an internship. Comma separated character variable that lists all reasons one chose. (Course load at school was too heavy; Insufficient pay offered; Needed to work at current job; Lack of transportation; Lack of childcare; Lack of internship opportunities in my field; Internship cancelled due to Covid-19 pandemic; Wasn't selected for internships that I applied to; Not sure how to find an internship). Character.

q44_course_heavy. In the past 12 months, why were you not able to pursue an internship? Course load at school was too heavy. (1-6, blank = not selected). Categorical.

q44_insufficient_pay. In the past 12 months, why were you not able to pursue an internship? Insufficient pay offered. (1-6, blank = not selected). Categorical.

q44_work_job. In the past 12 months, why were you not able to pursue an internship? Needed to work at current job. (1-6, blank = not selected). Categorical.

q44_no_transport. In the past 12 months, why were you not able to pursue an internship? Lack of transportation. (1-6, blank = not selected). Categorical.

q44_no_childcare. In the past 12 months, why were you not able to pursue an internship? Lack of childcare. (1-6, blank = not selected). Categorical.

q44_no_opportunity. In the past 12 months, why were you not able to pursue an internship? Lack of internship opportunities in my field. (1-6, blank = not selected). Categorical.

q44_pandemic_cancellation. In the past 12 months, why were you not able to pursue an internship? Internship cancelled due to Covid-19 pandemic. (1-6, blank = not selected). Categorical.

q44_not_selected. In the past 12 months, why were you not able to pursue an internship? Wasn't selected for internships that I applied to. (1-6, blank = not selected). Categorical.

q44_no_method. In the past 12 months, why were you not able to pursue an internship? Not sure how to find an internship. (1-6, blank = not selected). Categorical.

[Recoded] The following Q44 variables are recoded using Q44 selection and ranking.

q44_course_heavy_yn. Whether or not this barrier of taking internship was selected by the student. (1=Yes, 2=No). Binary.

q44_insufficient_pay_yn. Whether or not this barrier of taking internship was selected by the student. (1=Yes, 2=No). Binary.

q44_work_job_yn. Whether or not this barrier of taking internship was selected by the student. (1=Yes, 2=No). Binary.

q44_no_transport_yn. Whether or not this barrier of taking internship was selected by the student. (1=Yes, 2=No). Binary.

q44_no_childcare_yn. Whether or not this barrier of taking internship was selected by the student. (1=Yes, 2=No). Binary.

q44_no_opportunity_yn. Whether or not this barrier of taking internship was selected by the student. (1=Yes, 2=No). Binary.

q44_pandemic_cancellation_yn. In the past 12 months, why were you not able to pursue an internship? Internship cancelled due to Covid-19 pandemic. (1=Yes, 2=No). Binary.

q44_not_selected_yn. In the past 12 months, why were you not able to pursue an internship? Wasn't selected for internships that I applied to. (1=Yes, 2=No). Binary.

q44_no_method_yn. In the past 12 months, why were you not able to pursue an internship? Not sure how to find an internship. (1=Yes, 2=No). Binary.

q45_other_reason. Please describe below if there are any other reasons not listed above. Character.

Part 5: Life and Employment Situation

q46_job. During the past 12 months, have you worked for pay at a job that is NOT an internship? Please consider all jobs you are financially compensated for including part-time, evening, or weekend work. (1=Yes; 2=No). Binary.

q47_job_num. During a typical week, how many paid job(s) are you working at? (0-6 jobs). Numeric.

q48_hours. Slide the circle right until you reach the number that answers the following question: During a typical week, how many hours do you approximately work at your paid non-internship job(s)? (0-100 hours). Numeric.

q49_parents_inc. What is the combined annual income of the person(s) who raised you in your home?
 (1=0-\$19,999; 2=\$20,000 - \$39,999; 3=\$40,000 - \$59,999; 4=\$60,000 - \$79,999; 5=\$80,000 - \$99,999; 6=\$100,000 - \$119,999; 7=\$120,000 - \$139,999; 8=\$140,000 - \$159,999; 9=\$160,000 - \$179,999; 10=\$180,000 - \$199,999; 11=\$200,000 and above; 12=I don't know or not applicable). Categorical.

q50_social_class. In thinking about your past and present experiences, which label best describes your perceived social class?
 (1=Lower Class; 2=Working Class; 3=Lower-Middle Class; 4=Middle Class; 5=Upper-Middle Class; 6=Upper Class; 7=I don't know or not applicable). Categorical.

q51_food. In the past 30 days, did you... Receive free food or meals using Supplemental Nutrition Assistance Program or SNAP, or from a food bank or food pantry? (1=Yes; 2=No). Binary.

q51_rent. In the past 30 days, did you... Not pay or underpay your rent or mortgage? (1=Yes; 2=No). Binary.

q51_evicted. In the past 30 days, did you... Get evicted from your home? (1=Yes; 2=No). Binary.

q51_energy. In the past 30 days, did you... Not pay the full amount of a gas, oil, or electricity bill? (1=Yes; 2=No). Binary.

q52_pandemic. The COVID-19 pandemic is disrupting many features of higher education and labor market, and it may have impacted your career goals and plans in different ways. Please check all that apply.

(1=The pandemic has kept me from developing important professional skills; 2=Career opportunities have disappeared (e.g., jobs, internships); 3=I have had limited opportunities to explore different career options; 4=Developing professional networks has been more difficult; 5=There was no impact at all; 6=If the impacts of the pandemic on your career goals and plans are not listed here, please specify how it has impacted you: [text entry box]). Categorical.

q53_racial_justice. The recent civil unrest and activism around systemic racism may have also impacted your career goals and plans. Please check all that apply.

(1=The protests have kept me from developing important professional skills; 2=Career opportunities have disappeared (e.g., jobs, internships); 3=I have had limited opportunities to explore different career options; 4=Developing professional networks has been more difficult; 5=The protests have not impacted my career goals and plans; 6=There was no impact at all; 7=If the impacts of the protests on your career goals and plans are not listed here, please specify how it has impacted you: [text entry box]).

Part 6: Demographic Profile

q54_gender. How do you describe your gender identity?

(1=Woman; 2=Man; 3=Trans woman; 4= Trans man; 5= Non-binary/Genderqueer; 6= Another gender identity (please describe): [text entry box]). Categorical.

q55_race. With what race/ethnicity do you most closely identify?

(1= American Indian, Native American, First American, Alaska Native; 2=Asian, Asian-American; 3=Black, African American; 4= Hispanic, Latin@, Latinx, or Chican@; 5= Native Hawaiian, Pacific Islander; 6= White, Caucasian American; 7= Two or more races/ethnicities; 8=Other (please describe): [text entry box]). Categorical.

q56_birthyear. Please enter the four-digit year of your birth (e.g., 1944, 1978). Numeric.

q57_first_gen. A first-generation college student refers to someone who is the first in their family to attend a four-year college/university and attain a bachelor's degree. Do you consider yourself to be a first-generation college student? (1=Yes; 2=No). Binary.

q58_living_zipcode. Please enter the zipcode of your current living address. Please indicate if you have been living out of the United States. Character.

q59_high_school_zipcode. Please enter the zip code of your high school. Character.

References

- Beenen, G., & Rousseau, D. M. (2010). Getting the most from MBA internships: Promoting intern learning and job acceptance. *Human Resource Management: Published in Cooperation with the School of Business Administration, The University of Michigan and in alliance with the Society of Human Resources Management*, 49(1), 3-22.
- National Survey of Student Engagement. (n.d.). *NSSE's Ten Major Field Categories*. https://nsse.indiana.edu/nsse/reports-data/sample-report/major_field_categories.html
- McHugh, P. P. (2017). The impact of compensation, supervision and work design on internship efficacy: implications for educators, employers and prospective interns. *Journal of Education and Work*, 30(4), 367-382.
- Nghia, T. L. H., & Duyen, N. T. M. (2019). Developing and validating a scale for evaluating internship-related learning outcomes. *Higher Education*, 77(1), 1-18.
- Shanock, L. R., & Eisenberger, R. (2006). When supervisors feel supported: Relationships with subordinates' perceived supervisor support, perceived organizational support, and performance. *Journal of Applied Psychology*, 91(3), 689.
- United States Census Bureau. (2017, April 25). 2017 North American Industry classification System. Retrieved February 16, 2021, from <https://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2017>