

Internship Program

Site Supervisor INFORMATION PACKET

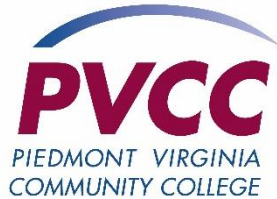


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****Internships may be posted online at www.collegecentral.com/pvcc****

Program Overview

The PVCC Internship Program integrates classroom study with work experience in all industries. Students participate in experiential learning and earn academic credit simultaneously in areas related to their academic career goals and educational objectives.

For each credit hour earned, an intern must have 45 contact hours that semester. Students may earn from 1-6 credit hours per semester depending on their program of study or the number of credits needed to graduate. The intern and site supervisor determine the work schedule.

Sample of Credit Hour to Work Hour Ratio:

2 credit hours = 90 work hours / semester

4 week class = 22.5 hours / week

8 week class = 11.25 hours / week

10 week class = 9 hours / week

16 week class = 6 hours / week

3 credit hours = 135 work hours / semester

4 week class = 33.75 hours / week

8 week class = 17 hours / week

10 week class = 13.5 hours / week

16 week class = 8 hours / week

4 credit hours = 180 work hours / semester

4 week class = 45 hours / week

8 week class = 22.5 hours / week

10 week class = 18 hours / week

16 week class = 11.25 hours / week

Grade Allocation:

- 50% - performance in the field as evaluated by site supervisor
- 50% - academic performance evaluated by faculty advisor - 25% internship paper/project and 25% journals/meetings.

Student's Eligibility Requirements*:

- Meet with the Job & Internship Coordinator to discuss program requirements / expectations
- Completion of 12 semester credit hours at PVCC

PVCC Internship Policy:

- Neither a parent nor relative may serve as the site supervisor.

* Some degree programs may have additional requirements.

Site Supervisor Role

The site supervisor is a professional who assumes responsibility, usually on a voluntary basis, to work with the student.

Commitment and Expectations of the Site Supervisor:

1. Provide the intern with a job description and advises him/her of any necessary skills for the position.
2. Work with the intern and faculty advisor to help develop a training plan and gather data for the internship paper.
3. Meet with the intern to provide feedback on the quality of work performed.
4. Inform the intern of any safety hazards, confidentiality issues, and/or legal requirements, preferably in writing, to be signed by the intern.
5. Inform the Job & Internship Coordinator OR the Faculty Advisor of the intern's progress.
6. Evaluate interns at the end of each semester. The evaluation represents **50%** of the student's grade.
7. Foster basic business and workplace skills that will be useful long after the internship ends.

*****PVCC Internship Policy - Relatives of interns may not serve as site supervisors.**

Instructions for Posting Internships on PVCC Job Listing Site

For New College Central User:

1. Log on to to www.collegecentral.com/pvcc and select Employer as the type of user.
2. On the right side, click on the "Create Account" button; fill in the company information with being sure to click on the "Register" button at the bottom (after initialing the EOE Status and creating your User ID). We will approve your registration within 24 hours for you to then be able to post a position via a link sent to your email address.
3. Click on "Post a New Job" in the Job Board category and fill in the required information. Because the system requires an application deadline date, we will cross-post the internship to the Internship website – <http://www.pvcc.edu/internships> (unless that is not of interest to you).

Returning to College Central System:

1. Log on to www.collegecentral.com/pvcc and select "Employer" as the type of user.
2. On the right side of the page, enter your User ID and password (that you previously created).
3. Click on "Post, Edit, Repost of Expire Job Postings" link in the Job Board category where you can either post a new job or re-post a previous position.

Faculty Advisor's Role

1. Participate with the student and site supervisor in developing, reviewing, and approving the specific learning objectives.
2. Determine a due date for the internship paper and notify the student of that date prior to the start of the internship.
3. Contact the student, at least twice per semester, to discuss the intern's progress and to review journal entries. Encourage the student to evaluate his/her own strengths, weaknesses, and learning progress.
4. Read and evaluate the internship paper. Review content to determine if all four components of the paper have been included or adequately addressed.
5. Communicate and work effectively with the student, site supervisor, and Job & Internship Coordinator as appropriate.
6. Send student evaluation form to site supervisor to complete and request that the evaluation be returned to you (the faculty advisor). Keep records showing completed evaluation and the dates evaluation was sent and returned from site supervisor.
7. Evaluate the intern's academic performance at the end of each semester, with input from the site supervisor and Job & Internship Coordinator where appropriate. This evaluation represents 50% of the student's grade.
8. Inform student to complete a student evaluation of internship program and send it to the attention of the Job & Internship Coordinator, careers@pvcc.edu.
9. Assign a final grade in Peoplesoft.

Grading Breakdown

25%	Internship paper/project
	<ul style="list-style-type: none">• History of company• Summary of internship experience• Completion of learning objectives• Incorporation of at least 3 workplace readiness skills
25%	Journal entries and meeting(s) with faculty advisor
<u>50%</u>	Site supervisor evaluation of performance
100%	

Job & Internship Coordinator Role

1. Recruit students for internships through targeted marketing.
2. Verify student status for credit vs. non-credit internship possibilities.
3. Assist student with resume writing and interviewing skills, if necessary.
4. Assist student with internship search and networking, if necessary.
5. Review expectations of the internship with the student including the training plan, journals, final paper, workplace readiness skills, etc.
6. Enroll the student into the internship class once the training plan, assumption of risk and student agreement forms are submitted.
7. Serve as a liaison between the site, faculty advisor, and intern.
8. Monitor site progress of intern, through regular communication with the employer to ensure employer satisfaction with internship program.
9. Encourage the students to evaluate their own strengths, weaknesses and learning progress.
10. Maintain existing relationships with intern sites.
11. Develop new site contacts each semester.

Intern Training Plan

Orientation Date _____

Program Prefix _____

Credit Hours _____ Date _____ Semester _____ Year _____

Complete this form with the assistance of your Site Supervisor, make copies and return to both the Job & Internship Advisor and your Faculty Advisor. (PLEASE PRINT)

Name _____ Student ID# _____

VCCS Email _____ Personal Email _____

Home Phone _____ Work Phone _____

Cell Phone _____ Address _____

Internship Faculty Advisor _____ Ph # _____

Email _____

Site Supervisor Name _____

Name of Organization _____

Email Address _____

Phone Number _____ Fax Number _____

Company Address _____

Internship Title: _____

List 2-5 new job-specific learning objectives below:

1.

2.

3.

4.

5.

Approved by Site Supervisor

Date

Approved by Faculty Advisor

Date

Program Prefix _____

Credit Hours _____

Date _____

Semester & Year _____

Intern Weekly Journal Form

**Complete this journal form on a weekly basis and submit to your faculty advisor.
(PLEASE PRINT)**

Name: _____ Student ID _____

Intern Site _____ Site Supervisor _____

Internship Title: _____

Training Objectives Achieved for Week (Date)
1.
2.
3.
4.
5.

Did your internship activities for the week compliment your training objectives outlined in your training plan? If not, why?

Describe and discuss significant learning outcomes from your work experiences onsite this week.

Describe challenges or problems that you are facing as you seek to achieve the goals outlined in your training plan.

Describe the level of support that you are receiving from your site supervisor and/or your faculty advisor.

Evaluation of Intern by Site Supervisor

Intern _____ Semester _____ Year _____

Company Name _____

Site Supervisor _____ Phone _____

E-mail _____

Please mark with an "X", the intern's performance for each criterion listed below.

5= Excellent 4= Very Good 3= Good 2= Adequate 1= Unacceptable NA= Not Applicable

Job-Specific Training Plan Objectives	5	4	3	2	1	NA
1.						
2.						
3.						
4.						
5.						

Standardized Objectives	5	4	3	2	1	NA
Interacts well with others						
Gets to work on time						
Attendance						
Demonstrates ability to work with a minimum of supervision						
Completes tasks correctly						
Completes tasks in a reasonable amount of time						
Communicates effectively in oral and/or written form						

1. Did the student make adequate progress toward the training objectives shown above?
2. Does the student have any specific areas of concern? _____ If yes, please explain:
3. If a position was available, would you hire another PVCC intern? _____ Why or why not?
4. Taking into account the overall performance of the intern, what letter grade (A, B, C, D, or F) do you recommend? _____
5. Additional comments/suggestions:

Supervisor's Signature _____ Date ___/___/___

Please return to: Internship Program, c/o Job & Internship Coordinator, Career Services Office, 501 College Dr., Charlottesville, VA 22902 Phone: 434-961-5336 • Email: careers@pvcc.edu

Workplace Readiness Skills for the Commonwealth Virginia Department of Education

PERSONAL QUALITIES AND PEOPLE SKILLS

1. **POSITIVE WORK ETHIC:** Comes to work every day on time, is willing to take direction, and is motivated to accomplish the task at hand
2. **INTEGRITY:** Abides by workplace policies and laws and demonstrates honesty and reliability
3. **TEAMWORK:** Contributes to the success of the team, assists others, and requests help when needed
4. **SELF-REPRESENTATION:** Dresses appropriately and uses language and manners suitable for the workplace
5. **DIVERSITY AWARENESS:** Works well with all customers and coworkers
6. **CONFLICT RESOLUTION:** Negotiates diplomatic solutions to interpersonal and workplace issues
7. **CREATIVITY AND RESOURCEFULNESS:** Contributes new ideas and works with initiative

PROFESSIONAL KNOWLEDGE AND SKILLS

8. **SPEAKING AND LISTENING:** Follows directions and communicates effectively with customers and fellow employees
9. **READING AND WRITING:** Reads and interprets workplace documents and writes clearly
10. **CRITICAL THINKING AND PROBLEM SOLVING:** Analyzes and resolves problems that arise in completing assigned tasks
11. **HEALTH AND SAFETY:** Follows safety guidelines and manages personal health
12. **ORGANIZATIONS, SYSTEMS, AND CLIMATES:** Identifies “big picture” issues and his or her role in fulfilling the mission of the workplace
13. **LIFELONG LEARNING:** Continually acquires new industry-related information and improves professional skills
14. **JOB ACQUISITION AND ADVANCEMENT:** Prepares to apply for a job and to seek promotion
15. **TIME, TASK, AND RESOURCE MANAGEMENT:** Organizes and implements a productive plan of work
16. **MATHEMATICS:** Uses mathematical reasoning to accomplish tasks
17. **CUSTOMER SERVICE:** Identifies and addresses the needs of all customers, providing helpful, courteous, and knowledgeable service

TECHNOLOGY KNOWLEDGE AND SKILLS

18. **JOB-SPECIFIC TECHNOLOGIES:** Selects and safely uses technological resources to accomplish work responsibilities in a productive manner
19. **INFORMATION TECHNOLOGY:** Uses computers, file management techniques, and software/programs effectively
20. **INTERNET USE AND SECURITY:** Uses the Internet appropriately for work
21. **TELECOMMUNICATIONS:** Selects and uses appropriate devices, services, and applications