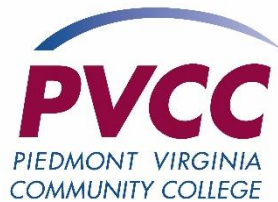


# PVCC Internship Program

## Student Information Packet



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### Contact

Gigi Davis  
Job & Internship Coordinator  
PVCC Career Services  
Room M129  
501 College Drive  
Charlottesville, VA 22902  
gdavis@pvcc.edu, 434-961-5336

## 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.

### **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.

## Intern Responsibilities and Checklists

Student Name \_\_\_\_\_  
Please print

Indicate semester for internship: \_\_\_\_\_ Year \_\_\_\_\_

Program of Study \_\_\_\_\_

### **Please follow the steps listed below to insure you are successfully enrolled in the internship program:**

- Meet with the Job & Internship Coordinator to learn how the program works and to prepare for the internship search. Email [careers@pvcc.edu](mailto:careers@pvcc.edu) to schedule an appointment.
- Identify internship opportunities. Visit the internship page of the Career Services webpage - <https://www.pvcc.edu/student-services/career-services/internships>.
- Log on to PVCC's job listing service College Central Network <https://www.collegecentral.com/pvcc/>. Be sure to look at internships, work study positions and job listings for possible relevant positions depending on your program of study.
- Meet with faculty advisor to discuss goals/objectives for the internship and develop the internship training plan.
- Meet with the internship site supervisor (the employer) to review responsibilities and finalize the internship contract.
- Submit signed internship training plan, the assumption of risk form, and the student agreement form to the Job & Internship Coordinator in order to get enrolled in the class.
- Tuition payment must be made prior to starting the internship. If payment is not made by the payment deadline, the site supervisor will be notified of non-payment and the student will be immediately dropped from the internship program.
- Submit internship journals and paper to your faculty advisor by the **deadline established by your faculty advisor**.
- Complete the student evaluation of the internship at the end of your internship and return to the Job & Internship Coordinator.

### **Required Forms / Documents**

- Training Plan
- Student Agreement
- Assumption of Risk Form
- Resume
- References

## Internship Paper Guidelines

A final paper is due at the end of the semester and must be submitted to your faculty advisor **by the established deadline determined by your faculty advisor**. The paper must be typed, double-spaced, and 3-5 pages. The following components must be included:

### **A history of the company**

During the course of the semester, the intern will interview at least one member from the organization's management team who can share an idea of the organization's background and development to the present time. The intern should do more than check the organization's web site.

### **A summary of the internship experience**

The intern is expected to keep a journal of the experience throughout the semester. This journal will be a key tool for the intern to use in writing the summary at the semester's end. The journal should have entries that correspond with workdays and will help the intern track changing duties, projects and responsibilities. The journal will be reviewed by the faculty advisor per the agreement between the faculty advisor and the student; the student is expected to keep it up-to-date.

### **A summary of goal completion based on the learning objectives**

By the end of the internship period, the student will be able to write about his or her accomplishments as they relate to the learning objectives that were developed at the beginning of the semester. Each objective developed should be addressed in the paper.

### **An incorporation of at least three workplace skills exhibited in the workplace**

Using the Workplace Readiness Skills list provided, the intern should focus on at least three workplace skills and discuss how they were exhibited in the workplace.

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
8. **SPEAKING AND LISTENING:** Follows directions and communicates effectively with customers and fellow employees

***PROFESSIONAL KNOWLEDGE AND SKILLS***

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

## 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.

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Approved by Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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Approved by Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

## Student Agreement

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This agreement outlines the basic policies of the Internship Program at Piedmont Virginia Community College.

### LEARNING OBJECTIVES RESPONSIBILITY

I am responsible for completing my training plan with my site supervisor and faculty advisor. I must return the signed training plan to the Job & Internship Coordinator.

### REGISTRATION

I am responsible for paying the internship tuition after being notified by the Job & Internship Coordinator that I have been registered for the internship.

### FINANCIAL AID

If I am receiving any type of financial aid, I must consult the Financial Aid Office to learn if the internship course will affect my aid package.

### INTERNSHIP COMMITMENT

I am expected to report any changes in my work assignment to my faculty advisor.

### ATTENDANCE POLICY

I must complete the required work hours that pertain to the amount of credits for which I have been approved. It is my responsibility to inform my faculty advisor if I am unable to complete my required work hours. He/she will make a decision on my future in the program.

### WORK SCHEDULE

I am required to meet my work schedule obligations and report to work in a timely manner. If scheduling conflicts should arise, I must notify my supervisor or the designated company contact person immediately.

### ACADEMIC ASSIGNMENTS

I must complete all academic assignments, including the internship paper, weekly journal and meetings with my faculty advisor.

### CHANGES IN CONTACT INFORMATION

I am responsible for providing the Faculty Advisor and Division Secretary with changes in my contact information during the semester in which I am enrolled in the program.

### LIMITED GUARANTEE OF PLACEMENT

While every attempt is made to place each eligible internship student, the Internship Program cannot guarantee placement. Students are also encouraged to research placement opportunities.

### RELEASE OF ACADEMIC INFORMATION

By signing this form, I authorize PVCC Admissions and Records, Career Services, and the Business, Mathematics and Technologies Division to release my current transcript and all subsequent grade reports and academic information for academic and employment recommendations on my behalf.

*I understand and accept the above conditions for participating in the PVCC Internship Program.*

Print Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**ASSUMPTION OF RISK FORM**

I agree that as a participant in the Internship Program at \_\_\_\_\_ associated with Piedmont Virginia Community College scheduled for \_\_\_\_\_ semester, I am responsible for my own behavior and well-being. I accept this condition of participation, and I acknowledge that I have been informed of the general nature of the risks involved in this activity, including, but not limited to: *(List potential risks of the activities or related to the work environment.)*

I understand that in the event of accident or injury, personal judgment may be required by \_\_\_\_\_ or College personnel regarding what actions should be taken on my behalf. Nevertheless, I acknowledge that the College and/or \_\_\_\_\_ personnel may not legally owe me a duty to take any action on my behalf. I also understand that it is my responsibility to secure personal health insurance in advance, if desired, and to take into account my personal health and physical condition.

I further agree to abide by any and all specific requests by the College and \_\_\_\_\_ for my safety or the safety of others, as well as any and all of the College's and \_\_\_\_\_'s rules and policies applicable to all activities related to this program. I understand that the College reserves the right to exclude my participation in this program if my participation or behavior is deemed detrimental to the safety or welfare of others.

In consideration for being permitted to participate in this program, and because I have agreed to assume the risks involved, I hereby agree that I am responsible for any resulting personal injury, damage to or loss of my property which may occur as a result of my participation or arising out of my participation in this program, unless any such personal injury, damage to or loss of my property is directly due to the negligence of the College and/or \_\_\_\_\_. I understand that this Assumption of Risk form will remain in effect during any of my subsequent visits and program-related activities, unless a specific revocation of this document is filed in writing with Piedmont Virginia Community College, at which time my visits to or participation in the program will cease.

In case an emergency situation arises, please contact \_\_\_\_\_ at \_\_\_\_\_ (Phone Number)

***I acknowledge that I have read and fully understand this document. I further acknowledge that I am accepting these personal risks and conditions of my own free will.***

\_\_\_\_\_ I represent that I am 18 years of age or older and legally capable of entering into this agreement.

\_\_\_\_\_  
*Participant's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Address*



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 \_\_\_\_\_

Total Hours Worked for Week \_\_\_\_\_ Contact # \_\_\_\_\_

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.

## Student Evaluation of the Internship Program

Semester \_\_\_\_\_ Year: \_\_\_\_\_

For each performance criterion, rate with an X, your internship experience.

**5 = Strongly Agree - 1 = Strongly Disagree**

Questions	5	4	3	2	1
• The internship coordinator was available for questions and problems at both the initial orientation and subsequently.					
• The expectations of the internship coordinator were clearly defined.					
• The faculty advisor was available for questions and problems.					
• The expectations of the faculty advisor were clearly defined.					
• The site supervisor was available for questions and problems.					
• The expectations of the site supervisor were clearly defined.					
• The assignments (paper, journals & learning objectives) complemented my internship experience.					

How did your expectations of the internship and the reality of the experience differ?

What could be improved with the internship program?

Other comments and/or suggestions:

Student signature (Optional): \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

## 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**

<b>Job-Specific Training Plan Objectives</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
1.						
2.						
3.						
4.						
5.						

<b>Standardized Objectives</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
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](mailto:careers@pvcc.edu)

## SAMPLE RESUME

# MARY JONES

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220 Sunshine Lane, Charlottesville, VA 22901 • 434.345.6789 • mhj2844@email.vccs.edu

### OBJECTIVE

An Accounting Internship

### EDUCATION

*Piedmont Virginia Community College*, Charlottesville, VA

2013 - present

**Associate of Science in Business Administration**

Expected May 2015

GPA: 4.0/4.0, President's List (two semesters)

Earned 40% of college expenses through summer and part-time work

### RELATED COURSES

Accounting (8 credits)

Financial Management

Economics (Macro & Micro)

Pre-Calculus & Applied Calculus

### PROFESSIONAL EXPERIENCE

*Piedmont Virginia Community College*, Charlottesville, VA

#### File Clerk

2012 - 2014

- Received and processed over 1,000 student records, ensuring confidentiality.
- Pulled 600 or more student files, processing batch student record requests for special events.
- Classified and sorted hundreds of documents a week for a very busy office.
- Maintained and monitored documents, preserving their physical integrity and tracking their location.

#### Structured Learning Assistance Facilitator

Spring 2014

- Facilitated weekly study sessions for 6 pre-calculus students.
- Documented lesson plans and tracked student attendance.
- Provided emergency tutoring as needed, supporting student success.

### COLLEGE ACTIVITIES

*Piedmont Virginia Community College*, Charlottesville, VA

#### Investment Club Member

2013 - present

- Raised over \$1000 through 3 successful fundraising events.
- Increased rate of return 25% for a fictional portfolio of \$15,000 worth of investments.

#### Student Government Association

2013 - present

- Recorded and tracked membership information and marketed events.
- Elected as Secretary for 2014-2015 school year.

### COMMUNITY SERVICE

**Youth Group Leader**, *Harmony Church*, Charlottesville, VA

Fall 2013 - present

**Volunteer**, *Habitat for Humanity*, Charlottesville, VA

Fall 2012

### COMPUTER SKILLS

Microsoft Office: Excel, PowerPoint, Word, Outlook; Internet research

## **SAMPLE REFERENCE LIST**

**Please note** - Always ask permission before providing a reference name to an employer.  
Check contact information for accuracy.

# **MARY JONES**

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220 Sunshine Lane, Charlottesville, VA 22901 • 434.345.6789 • mhj2844@email.vccs.edu

### **REFERENCES**

#### **Reference Name**

Job Title

Company Name

Mailing Address

Area Code + Phone Number

Email Address

Relationship: Former Supervisor or Former Manager or Former Instructor

Background: (Insert Name) has been my supervisor for 3 years and can speak about my training and customer service skills.

#### **Chef Allie Sally**

Executive Chef

Charlottesville Country Club

100 Country Club Drive

Charlottesville, VA 22902

(434)989-1234

Email Address: asally@ccc.com

Relationship: Former Supervisor

Background: Chef Sally supervised my work as a Salad Prep Associate and can speak to my professionalism and ability to execute under pressure.

#### **Reference Name**

Job Title

Company Name

Mailing Address

Area Code + Phone Number

Email Address

Relationship: Former Supervisor or Former Manager or Former Instructor

Background: (Insert Name) has been