



ComET Project Internship Program Student Information Packet

Funded through a National Science Foundation Grant

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ComET Project Internship Program *Program Overview*

The ComET Project Internship Program is funded through a National Science Foundation (NSF) grant award to Piedmont Virginia Community College. The program integrates classroom study with work experience in technical organizations. Students participate in experiential learning and earn academic credit simultaneously, which provides hands-on experience related to their career goals and educational objectives.

For each credit hour earned, an intern must complete 45 contact (work) hours within the semester. The ComET Project internship experience has been established for three (3) credits. Therefore, a student must complete *135 work hours* in the academic semester for the *three credit* internship. The grant program pays students *\$12 per hour* for a *maximum of 135 hours* in one academic semester.

Placement into a ComET Project Internship is not guaranteed. Eligible students are referred to area technology employers, who screen internship candidates based on their resume, cover letter, interview, and transcript. Students are encouraged to work with Jaylyn Stahl, Program Liaison, to review their resume and cover letter and prepare for their interview.

Internship Eligibility Requirements:

- Completion of CSC 110, ETR 164, ITN 101, and at least *one* technical elective
Technical electives include:
 - ETR 113, ETR 149, ETR 203, ETR 290
 - ITN 106, ITN 120, ITN 151, ITN 170, ITN 260
 - ITP 120, ITP 132, ITP 200, ITP 220
 - CSC 201, CSC 202, CSC 205
 - MTH 115, MTH 163, MTH 164, MTH 173
- Completion of the Online Student Internship Orientation
- A minimum GPA of 2.0

Grade Allocation

- 50% - performance in the field as evaluated by Site Supervisor, which includes satisfactory completion of the job objectives outlined in the Internship Training Plan
- 50% - academic performance evaluated by Faculty Internship Advisor, which includes completion of an Internship Paper, Weekly Internship Journal, and Student Evaluation

PVCC INTERNSHIP POLICY

Neither a parent nor relative may serve as the Site Supervisor for an intern.



ComET Project Internship Program

Internship Registration Process

Below are the action steps to register for and complete your ComET Project Internship. Steps 1 – 6 must be completed and the appropriate documents submitted to Jaylyn Stahl or Mark Fitzgerald before you can begin working. You will not receive compensation for any hours worked prior to completing Step 6. Steps 7 – 10 must be completed before you will be assigned a grade for your internship.

1. Complete the Online Student Internship Orientation available on the PVCC Career Services web page (<http://pvbreeze.pvcc.edu/internshiporientation>) and record the verification number on your Internship Training Plan on page 4 of this packet.
2. Meet with Jaylyn Stahl or Mark Fitzgerald to verify eligibility and discuss preparation for the interview process.
3. Actively prepare for and participate in the interview process with the potential internship employer(s) to whom you are referred.
4. Once selected for an internship, meet with your Internship Site Supervisor to review internship responsibilities, develop goals for your internship, and complete and sign the Internship Training Plan Learning Objectives and Student Intern Agreement.
5. Submit your signed Internship Training Plan and Student Agreement to Jaylyn Stahl or Mark Fitzgerald for approval and subsequent course registration for ETR 290 or IT 290 through the Business, Mathematics, and Technologies Division office. You will be contacted by the division office once you are officially registered.
6. Pay the tuition for your internship course within five (5) days of registration. You are responsible for tuition payment; this is not part of the grant. If tuition is not paid within five days, the Site Supervisor will be informed that you are not registered as a PVCC student for the internship, and therefore you are not eligible for payment under the ComET Project Grant.
7. Sign up for and participate in the *mandatory* Internship Academic Class Session. To RSVP for the session you must first register with JobNet at www.pvccjobnet.com. Then, from the JobNet homepage, select “Events and Workshops” to sign up for the Session.
8. E-mail Weekly Internship Journal Forms to itandelectronicsgrant@pvcc.edu on a weekly basis.
9. Submit your Internship Paper and Weekly Internship Journal Forms to Mark Fitzgerald by the established deadline, which is typically the last day of classes for the academic semester.
10. Complete the Student Evaluation of the Internship Program and return to the Business, Mathematics, and Technologies division office, Room M270, by the last day of classes for the academic semester.



ComET Project Internship Program Intern Training Plan

Complete this form with your Site Supervisor and return to your Faculty Internship Advisor.
PLEASE PRINT.

Date _____ Online Student Orientation Number _____

Program Prefix _____ Credit Hours 3 Semester: FA ___ SP ___ SU ___ Year _____

Name _____ Student ID# _____

VCCS E-mail _____ Second E-mail _____

Home Phone (_____) _____ - _____ Work Phone (_____) _____ - _____

Cell Phone (_____) _____ - _____ E-Mail _____

Street Address _____ Apt. Number _____

City _____ State _____ Zip Code _____

Faculty Internship Advisor _____

Phone (_____) _____ - _____ E-mail _____

Site Supervisor _____ Title _____

Company _____ Fax (_____) _____ - _____

Phone (_____) _____ - _____ E-mail _____

Street Address _____ Suite _____

City _____ State _____ Zip Code _____

Internship Title _____

LEARNING OBJECTIVES: List 3 - 5 new job-specific objectives below.

1.
2.
3.
4.
5.

Site Supervisor Signature _____ Date _____

Student Intern Signature _____ Date _____

Faculty Advisor Signature _____ Date _____



ComET Project Internship Program

Student Intern Agreement

This agreement outlines the policies of the ComET Project Internship Program at PVCC.

LEARNING OBJECTIVES

I am responsible for completing my Internship Training Plan with my Site Supervisor and Jaylyn Stahl or Mark Fitzgerald. I must return the signed form to Jaylyn Stahl or Mark Fitzgerald.

REGISTRATION AND TUITION PAYMENT

I am responsible for *paying the internship tuition* for the three (3) credit internship. I understand if I do not pay the tuition for my internship within five (5) days, the Site Supervisor will be informed I am not registered as a PVCC internship student and therefore I am not eligible for compensation under the ComET Project Grant.

FINANCIAL AID

If I am receiving financial aid, I must consult the Financial Aid Office to learn if completing the internship course and receiving pay through the grant program will affect my financial aid package.

INTERNSHIP COMMITMENT

I am expected to report any changes in my work assignment to Jaylyn Stahl or Mark Fitzgerald.

ATTENDANCE POLICY

I must complete 135 work hours. It is my responsibility to inform my Faculty Internship Advisor if I am unable to complete my required work hours within the semester. 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 on time. If scheduling conflicts should arise, I must notify my Site Supervisor or designated contact immediately.

ACADEMIC ASSIGNMENTS

I must complete *all* academic assignments, including the Internship Paper, Intern Weekly Journal Forms, Internship Academic Class Session, and meetings with my Faculty Internship Advisor.

MINIMUM GPA REQUIREMENT

I am required to maintain a cumulative grade point average of 2.0 or higher.

CHANGES IN CONTACT INFORMATION

I am responsible for providing Jaylyn Stahl or Mark Fitzgerald 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 seek placement opportunities.

RELEASE OF ACADEMIC INFORMATION

By signing this form, I authorize PVCC to release my current transcript and all subsequent grade reports and academic information for academic and employment recommendations on my behalf. The ComET Project grant was awarded by the National Science Foundation to enable PVCC to provide paid internships with area employers. Course evaluation, student retention data, and student placement information is being used to measure the success of this grant.

I understand and accept the above conditions for participating in the ComET Project Internship.

Print Name _____

Student's Signature _____

Date _____



ComET Project Internship Program Weekly Internship Journal Form

Complete this journal form on a weekly basis and e-mail to ITandElectronicsGrant@pvcc.edu by Tuesday of the following week.

Name _____ Student ID _____

Intern Site _____ Site Supervisor _____

Total Hours Worked for Week _____ Contact # _____

Internship Title _____

Training Objectives Achieved for Week of _____.
1.
2.
3.
4.
5.

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

Describe the significant learning outcomes from your work experiences this week.

Describe challenges or problems you are facing as you seek to achieve the goals outlined in your Internship Training Plan.

Describe the level of support you are receiving from your Site Supervisor and/or your Faculty Internship Advisor.



ComET Project Internship Program *Internship Paper Guidelines*

A final paper is due at the end of the semester and must be submitted to your Faculty Internship Advisor by the *last day* of the semester. The paper must be typed, double-spaced, and 4-5 pages. The following components must be included:

A History of the Company

During the course of the semester the intern will interview an executive within the organization who can share information about the organization's background and development to the present time. This section is intended to provide hands-on learning and an understanding of issues specific to the growth and development of the organization within the context of the internship career field.

A Summary of the Internship Experience

The intern is expected to keep a journal of the experience throughout the semester utilizing the Weekly Internship Journal Forms. This journal will be a key tool 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. This information will assist the intern in summarizing the internship experience and discussing any challenges or problems that were faced during the internship.

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 detailed in the Internship Training Plan. Each objective developed should be addressed in the paper.

An Incorporation of Three Workplace Skills Exhibited in the Workplace

Using the Workplace Readiness Skills list provided on pages 8-9, the Student Intern should focus on three workplace skills and discuss how she/he exhibited these skills in the workplace.

ComET Project Internship Program *Virginia Workplace Readiness Skills**

- 1. Demonstrate reading skills on a level required for employment in a chosen career field.**

Standard: Demonstration of reading skills includes:

 - interpreting technical and general interest materials commonly used in this field
 - applying understanding of the material to job operations.
- 2. Demonstrate math skills on a level required for employment in a chosen career field.**

Standard: Demonstration of math skills includes:

 - performing math operations using whole numbers, fractions, percentages
 - using statistics (percentages, averages, medians, and standard deviations) to monitor processes and quality of performance
 - using mathematical reasoning to solve word problems
 - using algebra-based formulas
 - performing job-specific math operations.
- 3. Demonstrate writing skills on a level required for employment in a chosen career field.**

Standard: Demonstration of writing skills includes composition and editing of work-related documents of varying complexity:

 - Define the purpose.
 - Determine the audience.
 - Gather information.
 - Plan the format/layout.
 - Write a first draft.
 - Edit and revise as necessary to ensure that the document is complete, clear, concise, correct, and considerate of the reader.
- 4. Demonstrate speaking and listening skills on a level required for employment in a chosen career field.**

Standard: Speaking and listening skills involve the ability to express ideas clearly and to make sure one understands the ideas expressed by others in both formal and informal contexts, demonstrated by:

 - giving and taking direction or instruction
 - giving and responding to oral reports or presentations
 - participating in group or team discussions
 - engaging in conversation with co-workers, supervisors, and clients
 - conducting business in person and via electronic means.
- 5. Demonstrate computer literacy on a level required for employment in a chosen career field.**

Standard: Demonstration of computer literacy includes:

 - using common software to accomplish word processing, construction of simple spreadsheets, and keying in and retrieving information from databases
 - transferring the operating principles of one application to another similar application
 - using knowledge of computer logic, operating systems, and basic troubleshooting techniques to identify problems
 - using special job-specific computer equipment, software, and other technology.
- 6. Demonstrate reasoning, problem-solving, and decision-making skills.**

Standard: Demonstration of reasoning, problem-solving, and decision-making skills includes:

 - differentiating among types of problems (e.g., technical, human relations, ethical)
 - using established methods of problem solving and decision making in both individual and group settings
 - applying previous learning to situations where problems must be solved or decisions made quickly
 - predicting short- and long-term effects of proposed solutions or decisions
 - testing solutions or decisions to determine effects or to identify related problems.

Virginia Workplace Readiness Skills (con't.)*

7. Demonstrate understanding of the “big picture.”

Standard: Demonstration includes:

- identifying the company’s mission and the individual employee’s contribution to that mission
- identifying how the company functions within the broad world of business, industry, and service
- explaining the rationale behind organizational policies and procedures
- explaining the necessity and benefits/disadvantages of organizational change
- explaining basic economic concepts.

8. Demonstrate a strong work ethic.

Standard: Demonstration includes:

- exhibiting responsibility: coming to work as assigned, contributing work required to meet organizational goals, adhering to policies and procedures, managing time to accomplish assigned tasks
- exhibiting flexibility and adaptability: working longer hours than normal to accomplish a goal, substituting for an absent coworker, taking a temporary assignment, accepting changes in the work environment as a challenge and an opportunity.

9. Demonstrate a positive attitude.

Standard: Demonstration includes:

- cooperating with coworkers and supervisors
- taking direction willingly
- exhibiting eagerness to learn
- acting in a pleasant and polite manner with customers, coworkers, and supervisors.

10. Demonstrate independence and initiative.

Standard: Demonstration includes:

- working without constant supervision
- finding tasks to perform on one’s own
- making suggestions for improvement
- exhibiting interest in making the organization more effective and productive
- maintaining work standards in the midst of change.

11. Demonstrate self-presentation skills.

Standard: Demonstration includes:

- identifying ways in which the individual employee represents the organization
- exhibiting a neat appearance
- using effective communication skills
- exhibiting elements of etiquette required in professional settings.

12. Maintain satisfactory attendance.

Standard: Satisfactory attendance involves:

- being on time for work and all appointments
- limiting tardiness, early departures, and absences to legitimate and essential occasions
- explaining the importance of satisfactory attendance to the overall operation of the business
- negotiating anticipated absences according to company policy
- calling in to notify the supervisor of unanticipated absences.

13. Participate as a team member to accomplish goals.

Standard: Participation includes:

- attending team (group) meetings, focusing on the topic and purpose of the meeting, offering facts and ideas, and helping others contribute facts and ideas
- passing on good ideas to others
- looking for ways to help others
- recognizing others for their contributions
- letting others know what is needed to get the job done
- explaining the importance of teamwork to the overall operation of the business.

*Derived from Virginia’s Changing Workplace: Employers Speak, 1997. Martin, Julia H; Carrier, Achsah H; and Hill, Elizabeth A. Virginia’s Changing Workplace: Employers Speak. Charlottesville, VA: Weldon Cooper Center for Public Service, 1997.



ComET Project Internship Program Site Supervisor Evaluation of Intern

Intern _____ Semester _____ Year _____

Company Name _____

Site Supervisor _____ Title _____

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 – Please list.	5	4	3	2	1	N A
1.						
2.						
3.						
4.						
5.						

Standardized Objectives	5	4	3	2	1	N A
Interacts well with others						
Arrives on time						
Attendance						
Demonstrates ability to work with minimal supervision						
Completes tasks correctly						
Completes tasks in a reasonable amount of time						
Communicates effectively orally and/or in written form						

SAMPLE COPY

Additional Questions

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 this student?
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:

ComET Internship Program, c/o Business, Mathematics, and Technologies Division,
 501 College Dr., Charlottesville, VA 22902 • Phone: 434-961-5347 • FAX: 434-971-8232



ComET Project Internship Program Student Evaluation of Internship Program

Semester _____ Year _____

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

5 = Strongly Agree 3 = Neutral 1 = Strongly Disagree

Questions	5	4	3	2	1
The ComET Project Internship was a positive and beneficial experience.					
The Faculty Internship Advisor was available for questions and problems.					
The expectations of the Faculty Internship 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, learning objectives, etc.) complemented my internship experience.					
The Internship Academic Class Session was well organized.					
The Internship Academic Class Session added relevance to my work experience.					

Was the Academic Class Session what you expected it to be? If not, how did your expectations and the reality of the situation differ?

Would you recommend this employer to other student interns? Please explain why.

Other comments and/or suggestions:

Student Signature (Optional) _____ Date _____

STUDENT ACCIDENT AND HEALTH INSURANCE PROVIDERS

ABCO 100
ATTN: Lori Herron
7-C Terrace Way
Greensboro, NC 27403
Telephone: 1-800-222-5780
Fax: 1-336-547-9400
Website: www.abco100.com

Assurant Health
P.O. Box 3176
Milwaukee, WI 53201-3176
Telephone: 1-800-494-8463
Website: www.nationalinsurancestore.com

Collegiate Risk Management, Inc.
110 Athens Street
Tarpon Springs, FL 34689
Telephone: 1-800-922-3420
Fax: 1-727-939-8323
Website: www.collegiaterisk.com

E. J. Smith & Associates
899 Skokie Boulevard
Northbrook, IL 60062
Telephone: 1-847-564-3660
Fax: 1-847-564-3069
Website: www.ejsmith.com

Fortis Health (Assured Health)
501 West Michigan
P. O. Box 624
Milwaukee, WI 53201
Telephone: 1-800-800-1212
Fax: 1-414-224-0472
Website: www.fortishealth.com

International Student Insurance
15 Cottage Avenue
Fifth Floor
Quincy, MA 02169
Telephone: 1-877-328-1565
Fax: 1-617-328-0615
Website: www.internationalstudentinsurance.com

Pearce & Pearce Inc.
419 S. Coit Street
Florence, SC 29503
Telephone: 1-800-222-6491
Fax: 1-843-667-9712
Website: www.pearceandpearce.com

SRC Inc.
172 Bechtel Road
Collegeville, PA 19426
Telephone: 1-610-489-6100
Fax: 1-610-489-9325
Website: www.src-ncua.com

Student Resources
805 Executive Center Drive West
Suite #220
St. Petersburg, FL 33702
Telephone: 1-877-646-6056
FAX: 1-727-563-3401
Website: www.studentresources.com

The Melvin Agency, Inc.
P. O. Box 294131
Boca Raton, FL 33429
Telephone: 1-561-826-0330
Fax: 1-561-826-0337
Website: www.melvinagency.com