

PVCC Internship Program Internship Advisor Information Packet

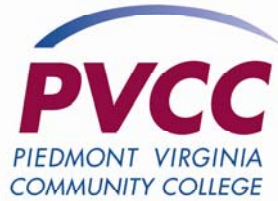


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Contacts

André Luck
Internship Coordinator
Career Services
Room 132
(434) 961-5231
aluck@pvcc.edu

Sandra Williams
Division Secretary
Business and Technologies
Room 614
(434) 961-5347
swilliams@pvcc.edu

****Internships may be posted online at www.pvccjobnet.com.****

Internship Advisor Role

1. Participate with the student and site supervisor in developing, reviewing, and approving the specific learning objectives.
2. Confirm through Peoplesoft that the intern being supervised is registered for the correct number of credits and is assigned to the correct internship advisor.
3. Notify the internship coordinator that the intern has completed his or her initial visit with internship advisor.
4. Meet with 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.
5. Assist the internship coordinator with the mandatory academic class session. As appropriate, attend and/or give a presentation at the session.
6. Read and evaluate the internship paper. Review content to determine if all four components of the paper have been met.
7. Communicate and work effectively with the internship coordinator and the site supervisor as appropriate.
8. Evaluate the intern's academic performance at the end of each semester, with input from the internship coordinator where appropriate. This evaluation represents 50% of the student's grade.
9. Work with the internship coordinator to assign a final grade in Peoplesoft.

Grading Breakdown

- 25% Internship paper/project
 - History of company
 - Summary of internship experience
 - Completion of learning objectives
 - Incorporation of at least 3 workplace readiness skills
- 15% Participation in academic class session
- 10% Scheduled sessions with updated journal
- 50% Site supervisor evaluation of performance
- 100%

PVCC Internship Program

Internship Advisor Checklist

Name of Intern _____ Prefix/Credits _____ Advisor: Brian Flick

- _____ 1. The Learning Objectives Plan form has been completed and signed by the site supervisor and the internship faculty advisor, verifying that the learning objectives have been developed, reviewed and approved.
- _____ 2. The Business and Technologies Secretary has been notified to register the student in the internship.
- _____ 3. The Powerweb grade roster has been checked to see the addition of the intern to the roster.
- _____ 4. At least two meetings have been scheduled with the intern to monitor progress in the internship, to include a review of the student's journal entries and progress in preparing the paper.

Date: _____

Date: _____

Date: _____

- _____ 5. The academic class session has been participated in, where appropriate.
- _____ 6. The internship paper has been graded. Content has been reviewed for the four components: 1 history of the company, 2 summary of internship experience, 3 completion of learning objectives and 4 inclusion of at least 3 workplace readiness skills.
- _____ 7. The evaluation of the internship has been completed, with the paper weighted 25%; participation in the class session, 15%; scheduled sessions with updated journal, 10% and site supervisor evaluation of performance, 50%.
- _____ 8. The intern's grade has been posted on Powerweb.

Internship Coordinator's Notes

- _____ Student participated in academic class session.
- _____ Evaluation received from **Name of Organization**

Comments _____

Learning Objectives Plan

Complete this form with the assistance of your site supervisor and internship faculty advisor. Return to André Luck, PVCC Career Center, room 132 or by fax at 434.961.5251. (PLEASE PRINT.)

Name: _____ Student ID _____

VCCS Email _____ Second Email _____

Home Phone _____ Work Phone _____

Cell Phone _____

Address _____

Internship Faculty Advisor _____

Phone Number _____ Email Address _____

Site Supervisor Name _____

Name of Company _____

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

Internship Advisor

Date

Internship Coordinator Role

1. Meet with the student to review requirements of the internship program.
2. Receive a current, unofficial transcript printed from Powerweb and verify student's grade point average.
3. Receive student application and create an intern folder.
4. Assist student with resume writing and interviewing skills, if necessary.
5. Assist student with internship search and networking, if necessary.
6. Review the student agreement with the student.
7. Coordinate academic class sessions.
8. Visit site supervisor.
9. Send evaluation of intern to site supervisor.
10. Coordinate internship luncheon.
11. Provide record of student's attendance at academic class session to internship advisor.
12. Provide intern evaluation by site supervisor to internship advisor.
13. Collect student evaluation of internship program.
14. Report results of student evaluation of internship program to internship advisors.

Site Supervisor Role

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

Commitment & Expectations of the Site Supervisor:

1. Provides the intern with a job description and advises him/her of any necessary skills for the position.
2. Works with the intern and internship advisor to help develop learning objectives and gather data for the internship paper.
3. Meets with the intern to provide feedback on the quality of work performed.
4. Informs the intern of any safety hazards, confidentiality issues, and/or legal requirements, preferably in writing, to be signed by the intern.
5. Meets with and informs the intern coordinator of the intern's progress.
6. Evaluates interns at the end of each semester. The evaluation represents **50%** of the student's grade.
7. Fosters basic business and workplace skills that will be useful long after the internship ends.
8. Promotes intern's educational and personal growth.
9. Attend internship luncheon during the spring semester.

PVCC Internship Policy

Relatives of interns may not serve as site supervisors.

Required Work Contact Hours

For each credit hour earned, an intern must work a minimum of 45 hours that semester. Any additional hours may be negotiated between the student and employer. Hours worked per week are based on an average. Please see below for a more complete explanation:

2 credit hours = 90 work hours per semester

Fall Semester: 6 hours/week

Spring Semester: 6 hours/week

Summer Semester: 9 hours/week

3 credit hours = 135 work hours per semester

Fall Semester: 9 hours/week

Spring Semester: 9 hours/week

Summer Semester: 13.5 Hours/Week

4 credit hours = 180 work hours per semester

Fall Semester: 12 hours/week

Spring Semester: 12 hours/week

Summer Semester: 18 hours/week

PVCC Internship Program

Intern Evaluation 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 Learning Objectives (2-5)	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						

Additional Questions:

1. Did the student make ~~some~~ progress toward the learning 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 PVCC Career Services, 501 College Dr., Charlottesville, VA 22902
 Phone: 434-961-5264 • FAX: 434-961-5251 Piedmont Virginia Community College

Employer and Intern Benefits

Employer Benefits

- Improves employee selection process by using actual on-the-job performance as a basis for permanent hiring decisions.
- Increases cost-effectiveness of recruitment and training. Studies show employers save money by using internships to identify and train workers.
- Increases retention rates among permanent employees recruited and hired through an internship program. Both students and employers have the time for a trial period to ensure that the fit is the most productive and effective for both.
- Enhances human resource flexibility with effective short-term employees.
- Improves workforce diversity through access to minority students for permanent employment.
- Strengthens company relations with PVCC and students. Through evaluations, advisory boards and other means, employers can work with the college to ensure an effective curriculum.

Intern Benefits

- Enhances classroom learning by integrating academic curriculum and real-world work experience.
- Provides the opportunity to earn academic credit.
- Improves job opportunities after graduation by giving students valuable work experience and contact with potential future employers.
- Teaches valuable job-search skills such as career assessment, résumé writing, and interviewing techniques.
- Enhances productive and professional workplace readiness skills, self-confidence, and personal knowledge.
- Provides valuable job references.

Virginia's Workplace Readiness Skills

Virginia Department of Education

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, and
- 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, and
- 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 in which the student:

- defines the purpose,
- determines the audience,
- gathers information,
- plans the format/layout,
- writes a first draft, and
- edits and revises, 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: Demonstration of speaking and listening skills include the ability to express ideas clearly and to make sure one understands the ideas expressed by others in both formal and informal contexts, and:

- 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, and
- 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, and
- 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, and
- testing solutions or decisions to determine effects or to identify related problems.

Virginia's Workplace Readiness Skills (Continued)

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, and
- 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 and
- exhibiting flexibility and adaptability: working longer hours than normal to accomplish a goal, substituting for an absent co-worker, 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 co-workers and supervisors,
- taking direction willingly,
- exhibiting eagerness to learn, and
- acting in a pleasant and polite manner with customers, co-workers, 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, and
- 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, and
- 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, and
- 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, and
- explaining the importance of teamwork to the overall operation of the business.